


# Temporary Registration Permit User Manual

This is the Temporary Registration Permit -- place in plastic pouch and attach to rear vehicle license plate bracket -- DO NOT PLACE PERMIT IN BACK WINDOW



05-09-2006

AAAAA2838

1992
DODG

VIN: 1B3XC56R4ND858842
SELLER: TEAM 261 MOTORS

Cut Here -- Keep this section with vehicle until registered and plated

MONTANA MVD		TEMPORARY VEHICLE REGISTRATION													
Temporary Plate Number	AAAAA2838	Issue Date	03-30-2006	Expiration Date	05-09-2006	VIN	1B3XC56R4ND858842	Vehicle Year	1992	Make	DODG	Color	BLU	Model	Body Style
Owner #1 Name	JOHN ANYBODY														
Owner #2 Name															
Street Address	123 ANYWHERE STREET	City	HELENA	State	MT	Zip	59602	Selling Dealer TEAM 261 MOTORS Dealer Number 05UD222							
Mailing Address		City		State		Zip									

Montana Department of Justice
Motor Vehicle Division

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# I. Introduction

In 2004, the Department of Justice, Montana Motor Vehicle Division (MVD) launched a project for a web-based temporary registration permit (TRP) process to replace the current paper-based process. In 2005, the MVD piloted the process with five automobile dealers to evaluate the new TRP process's potential for statewide implementation. Testing was very successful with the MVD quickly moving forward with plans for statewide implementation.

In the future, there will be one version of the TRP format and it will be available online, from selling vehicle dealers, MVD Title and Registration Bureau, county treasurer offices, financial institutions and over the internet for private sales.

The physical design of the new TRP is distinctive for a number of reasons:

- ▶ The TRP number has an eight-character alphanumeric format;
- ▶ The characters are large for improved readability;
- ▶ The expiration date is clearly printed on the permit;
- ▶ The TRP is printed on a standard 8 ½ x 11 sheet of paper.

Even more noticeable is the location of the new TRP. Vehicle owners no longer place the new permits in the vehicle's back window. Instead, the permit goes into a plastic sleeve and is attached where the vehicle's rear license plate would normally be displayed.

In addition to the physical features of the new TRP, law enforcement officers nationwide have the ability to identify vehicle and purchaser information using the unique TRP number, as it is searchable through the NLETS (National Law Enforcement Teletype System) in all 50 states just as if it were a regular license plate.

Montana modeled the new TRP program after a similar program in Arizona. Montana's TRP project was developed by the MVD in cooperation with Montana Interactive, Limited Liability Corporation (LLC), a division of NIC, the world's largest provider of e-government services.

## II. General TRP Information

### A. Requirements needed to use the Temporary Registration Permit (TRP) service.

1. Internet Connection

The TRP service is accessed through an Internet connection.

2. Browser

You will be able to use the services with newer versions of the following browsers: Microsoft Internet Explorer, Netscape Navigator, FireFox, and Mozilla. Browsers are a client software program used for searching and viewing various kinds of Internet resources such as information on the MVD web site.

3. Adobe Reader®

The actual TRPs are created in Adobe Portable Document File (PDF) format. In order to view and print the TRP PDF, you need to have the current version of Adobe Reader installed on your computer. Adobe Reader® is easy to download and install by following the instructions for your type of computer. Download Adobe Reader® free at: <http://www.adobe.com/products/acrobat/readstep2.html>

4. Printer

In order to print the TRP, you need to have a functioning printer connected to your computer or available on your local network. TRPs printed on laser printers look the best but most inkjet and dot matrix printers will work.

5. Training

Someone within your organization must have attended a face-to-face training session or have completed the self-guided training available from the TRP website.

6. mt.gov Registered User

Once you have completed, signed and submitted the three required forms for becoming a registered user, MI will assign you a *User Name* and *Password*. This step must be completed before you can become an authorized user of the system.

<http://app.mt.gov/registered/>

#### 7. Purchasing of Sleeves

The TRPs are to be placed into a plastic sleeve and attached where the vehicle's rear license plate would normally be displayed. It is important to have a supply of plastic sleeves on hand when using the TRP service. To purchase the sleeves refer to the section "[Contacts](#)" of the manual.

## B. Accessing the TRP service

#### 1. TRP service URL (Uniform Resource Locator)

<https://app.mt.gov/trp/>

Note the absence of a www – this is not a misprint!

#### 2. Creating a Desktop Icon

a) For a quick reference to the TRP service, you can create a shortcut to the URL on your computer's desktop, you may do so by completing the following steps:

1. Go to your desktop.
2. Right click your mouse and select "New" from the menu.
3. Then select "Shortcut" from the "New" drop down list.
4. A Shortcut icon will appear on your desktop along with a screen to Create Shortcut. Enter the URL of the service you want to create a Shortcut for (in this case the TRP service shown above).
5. Select "Next" after you have typed in the URL.
6. The next screen will then ask if you want to name your Shortcut icon. Please type in a meaningful name for your icon.
7. After you have typed in a name for your icon, select "Finish" to complete the process.

#### 3. Add to your favorites

- a) To add the TRP site to your list of "Favorites", you may do so by completing the following steps:
1. Go to your toolbar.
  2. On your toolbar click on "Favorites".
  3. Select "Add to favorites" from the drop down list.

4. The next screen will then ask if you want to add this site to your favorites. Click "OK" to add it to your favorites.
5. Select "favorites" on your toolbar to make sure the site has been added to the list of favorites on your drop down menu.

## **C. Browser windows within the TRP service**

### **1. TRP Window**

This is the main window for the TRP service and is displayed when you first access the site. This is where you enter the vehicle and purchaser information to produce a TRP or view prior TRP activity.

### **2. Adobe Window**

In the TRP service you will be able to view and print the TRP. Both of these functions will open in a new browser window for Adobe Reader®. In order to navigate between these windows, you can use your desktop toolbar usually found at the bottom of your screen or you can exit out of each window by clicking on the "X" in the top, right corner of the window when you have successfully received all your results or printed the TRP. Since the Adobe Reader® window takes a lot of time to load you may want to leave that window open after the first TRP has been created and printed. If you leave the window open when the next TRP is created, you can click on this window and the newly created TRP should be displayed replacing the prior one.

**Note:** In some cases, whenever a new TRP is created another Adobe Reader® window will appear. If you notice that multiple Adobe Windows are appearing then always close Adobe after you print a TRP.

### **3. Vehicle Search Window**

In the TRP service you will be able to perform a Vehicle Search resulting in a new browser window. In order to navigate between this window and the TRP service, you can use your desktop toolbar usually found at the bottom of your screen to select a window to open or you can exit out of each window by clicking on the "X" in the upper right-hand corner.

#### 4. Registered User Account Window

In the TRP service you will be able to view your Registered User Account resulting in a new browser window. Any registered user can change their password or view their billing summary. The only time a registered user of the TRP service will accumulate billing is if they use a pre-paid account instead of a credit card when paying for a TRP. The account may also show billing from the use of the driver license search transactions if your agency uses those other MI services.

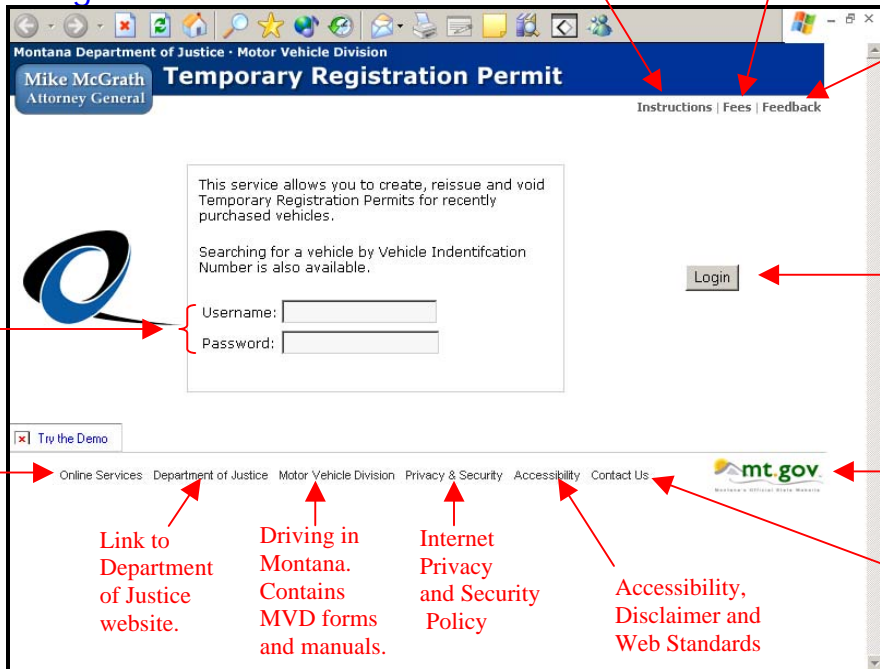
## III. Temporary Registration Permit (TRP) Service

### A. Functions

#### 1. Starting the TRP service

a) Authorized users will be able to start the TRP service from the following screen by entering their username and password and then selecting the "Login" option as shown in [Figure 1](#).

**Figure 1**



Explains how to use the service, entry hints, a link to the demo, MVD Title Manual, and a link to the TRP

Explains fees associated with the service.

A short online survey that allows users to provide feedback on the TRP service.

Enter your Username and Password.

Link to other online services.

Link to Department of Justice website.

Driving in Montana. Contains MVD forms and manuals.

Internet Privacy and Security Policy

Accessibility, Disclaimer and Web Standards

Click here to access the official Montana State website.

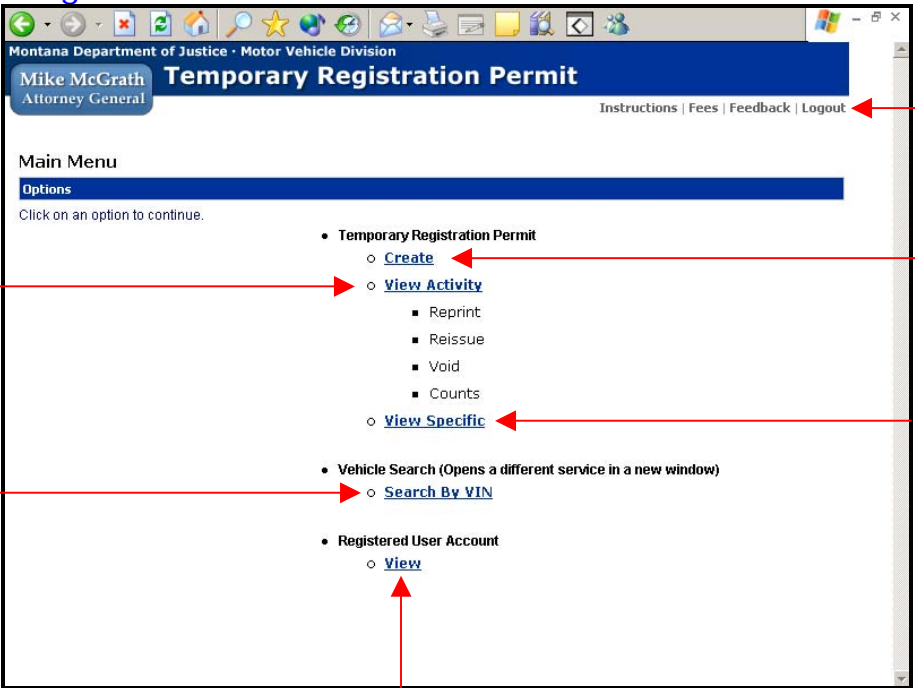
Link to mt.gov to submit comments regarding offered service.

After you have entered your username and password, click on the Login button to start the service.



b) The next page to display is the *Main Menu* page as shown in [Figure 2](#).

Figure 2



Click on the “View Activity” option to view TRP activity by a given date range.

Click on the “Search By VIN” option to access the *Vehicle Search* service.

Click on the “Logout” option to leave the TRP service.

Click on the “Create” option to issue a TRP.

Click on the “View Specific” option to search for TRP activity for a given TRP, given vehicle, or a given purchaser.

Click on the “View” option to access your registered user account information or to change your password.

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Mike McGrath Attorney General  
Temporary Registration Permit  
Instructions | Fees | Feedback | Logout  
Main Menu  
Options  
Click on an option to continue.

- Temporary Registration Permit
  - [Create](#)
  - [View Activity](#)
    - Reprint
    - Reissue
    - Void
    - Counts
  - [View Specific](#)
- Vehicle Search (Opens a different service in a new window)
  - [Search By VIN](#)
- Registered User Account
  - [View](#)

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## 2. Features of the Main Menu are:

### a) *Create* – Issue a TRP

*View Activity* – View TRP activity by selecting a date range of data to display. TRP Activity includes all the statuses and functions that a TRP has gone through. This option allows you to void, reprint, or reissue a TRP.

b) *View Specific* – View specific TRP activity by entering a TRP Number, purchaser, or specific vehicle information (title or VIN). This option allows the user to narrow the search for a given TRP, vehicle, or purchaser. This option allows you to void, reprint, or reissue a TRP.

c) *Search By VIN* – Access the Montana Vehicle Search service. This service will provide information on vehicles that have been Titled or Registered in the state of Montana.

d) *View* – Change your password or view your billing summary.

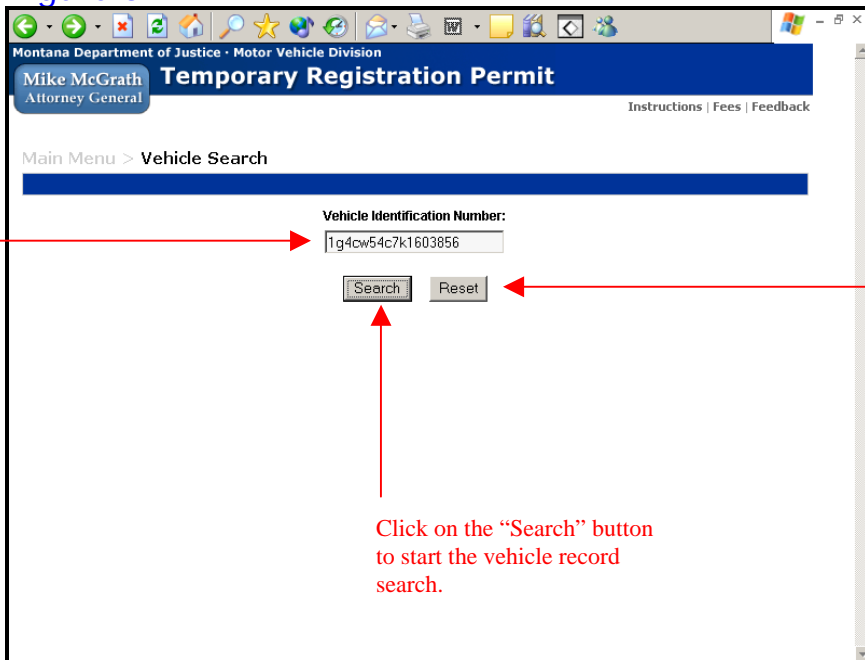
e) *Logout* - Please remember to logout when you have completed using the service. This will prevent unauthorized users from performing transactions on the TRP service on a shared or unattended computer.

## 3. Access Vehicle Search Service

a) On the Main Menu page, select the *Search by VIN* option as originally shown in [Figure 2](#).

b) A new browser window is opened with the Vehicle Search page as shown in [Figure 3](#).

Figure 3



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Mike McGrath  
Attorney General

Instructions | Fees | Feedback

Main Menu > Vehicle Search

Vehicle Identification Number:

1g4cw54c7k1603856

Search Reset

Enter the VIN for the vehicle record you are searching for in the field provided.

Click on the "Reset" button to enter a new VIN.

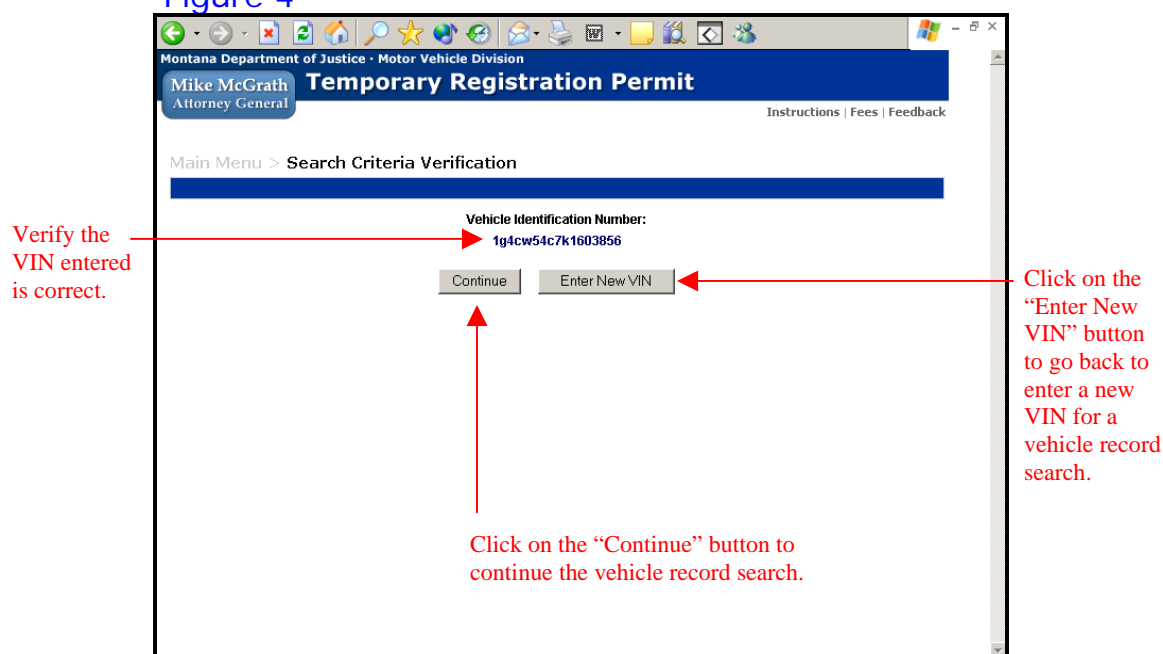
Click on the "Search" button to start the vehicle record search.

c) Enter the VIN in the window provided and select "Search".

(1) You may select the "Reset" option to reset the service and enter a new VIN.

d) The next page to display is the *Search Criteria Verification* page as shown in [Figure 4](#).

Figure 4



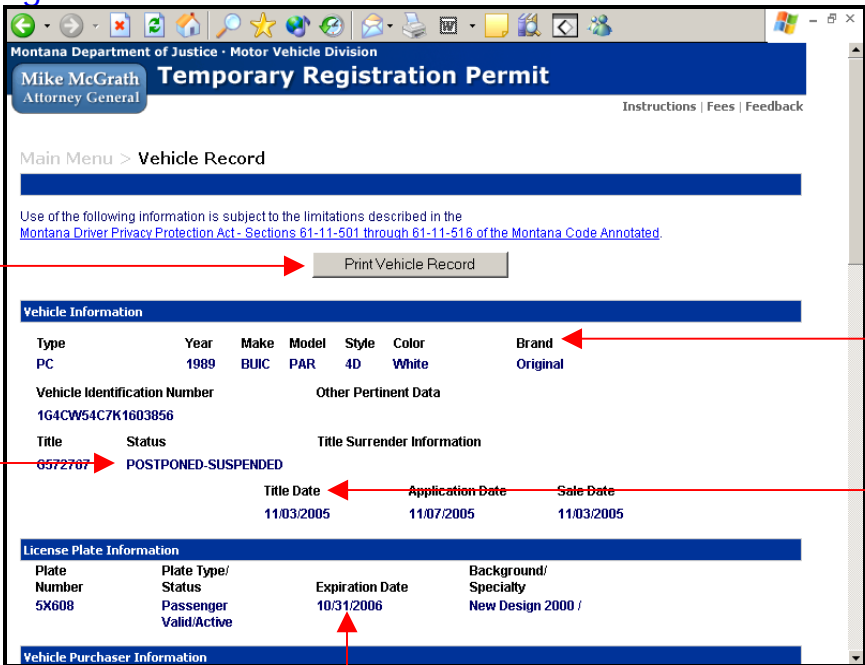
(1) If the VIN you have entered is correct, select the "Continue" option.

(2) If the VIN you have entered is incorrect, select the "Enter New VIN" option then repeat the two previous steps (c and d.)

e) The next page to display is the *Vehicle Record* page as shown in Figures 5 through Figure 7.

f) To print the vehicle record, select the "Print Vehicle Record" option as shown in Figure 5. Please remember that the printed record can only be used for your business purposes per the agreement you signed.

Figure 5



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 Mike McGrath Attorney General  
**Temporary Registration Permit**  
 Instructions | Fees | Feedback

Main Menu > Vehicle Record

Use of the following information is subject to the limitations described in the [Montana Driver Privacy Protection Act - Sections 61-11-501 through 61-11-516 of the Montana Code Annotated.](#)

Click on the "Print Vehicle Record" to print a copy of the vehicle record displayed.

Shows if the vehicle is in original condition or has been branded.

Vehicle Information						
Type	Year	Make	Model	Style	Color	Brand
PC	1989	BUIC	PAR	4D	White	Original
Vehicle Identification Number			Other Pertinent Data			
1G4CW54C7K1603856						
Title	Status	Title Surrender Information				
6572707	POSTPONED-SUSPENDED					
		Title Date	Application Date	Sale Date		
		11/03/2005	11/07/2005	11/03/2005		

Shows if the title is issued or currently in work for a transaction.

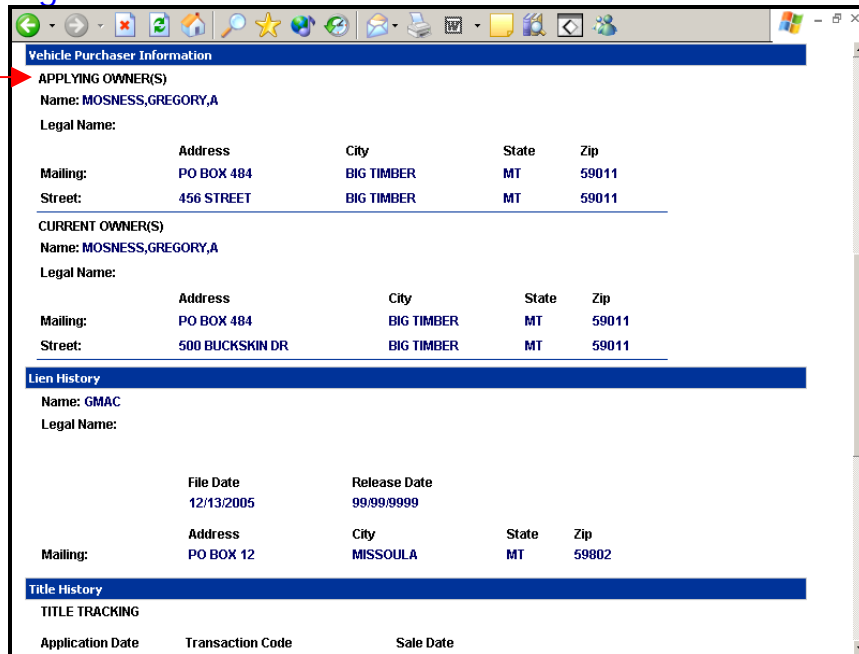
License Plate Information			
Plate Number	Plate Type/Status	Expiration Date	Background/Specialty
5X608	Passenger Valid/Active	10/31/2006	New Design 2000 /

Identifies if the registration is current or expired.

Date should match the paper title you have in-hand, otherwise the paper title is not the correct title.

Figure 6

If Applying  
 Owner(s) exist  
 it means the  
 title work is not  
 complete.



**Vehicle Purchaser Information**

**APPLYING OWNER(S)**  
 Name: MOSNESS, GREGORY, A  
 Legal Name:

	Address	City	State	Zip
Mailing:	PO BOX 484	BIG TIMBER	MT	59011
Street:	456 STREET	BIG TIMBER	MT	59011

**CURRENT OWNER(S)**  
 Name: MOSNESS, GREGORY, A  
 Legal Name:

	Address	City	State	Zip
Mailing:	PO BOX 484	BIG TIMBER	MT	59011
Street:	500 BUCKSKIN DR	BIG TIMBER	MT	59011

**Lien History**  
 Name: GMAC  
 Legal Name:

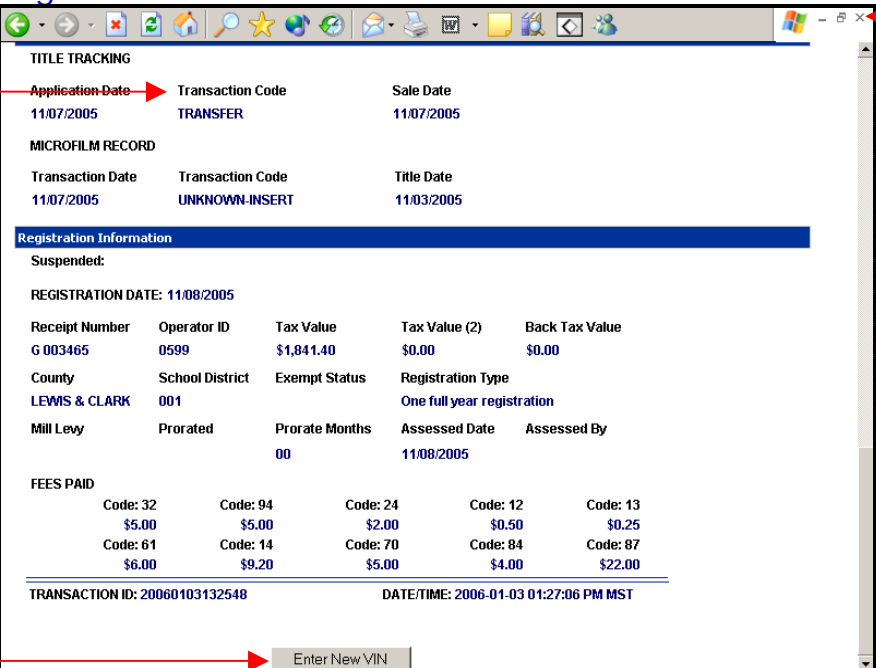
	File Date	Release Date
	12/13/2005	99/99/9999

	Address	City	State	Zip
Mailing:	PO BOX 12	MISSOULA	MT	59802

**Title History**  
 TITLE TRACKING

Application Date	Transaction Code	Sale Date
------------------	------------------	-----------

Figure 7



Identifies the transaction the title is in work for.

Click on the "X" to exit the Vehicle Record Search service.

Click on the "Enter New VIN" button to enter a new VIN for a vehicle record search.

**TITLE TRACKING**

Application Date	Transaction Code	Sale Date
11/07/2005	TRANSFER	11/07/2005

**MICROFILM RECORD**

Transaction Date	Transaction Code	Title Date
11/07/2005	UNKNOWN-INSERT	11/03/2005

**Registration Information**

Suspended:

REGISTRATION DATE: 11/08/2005

Receipt Number	Operator ID	Tax Value	Tax Value (2)	Back Tax Value
G 003465	0599	\$1,841.40	\$0.00	\$0.00

County	School District	Exempt Status	Registration Type
LEWIS & CLARK	001		One full year registration

Mill Levy	Prorated	Prorate Months	Assessed Date	Assessed By
		00	11/08/2005	

**FEES PAID**

Code: 32	Code: 94	Code: 24	Code: 12	Code: 13
\$5.00	\$5.00	\$2.00	\$0.50	\$0.25
Code: 61	Code: 14	Code: 70	Code: 84	Code: 87
\$6.00	\$9.20	\$5.00	\$4.00	\$22.00

TRANSACTION ID: 20060103132548      DATE/TIME: 2006-01-03 01:27:06 PM MST

Enter New VIN

g) Enter a new VIN for a vehicle record search by selecting the "Enter New VIN" option at the bottom of the vehicle record as shown in Figure 7.

h) To exit the Vehicle Search Service, click on the "X" located at the top right hand corner of the Vehicle Record page as shown in Figure 7.

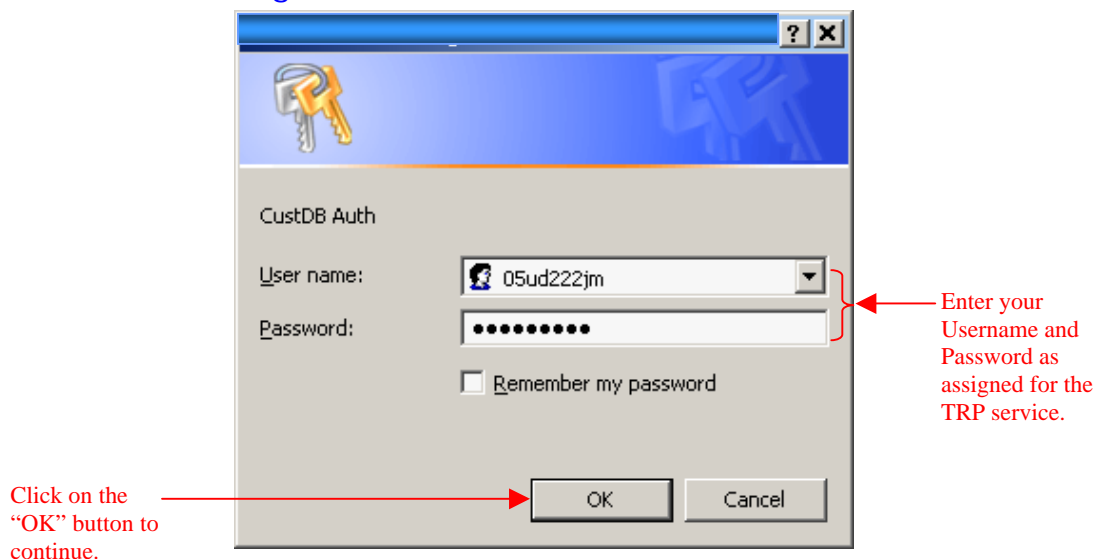
#### 4. Registered User Account

a) On the Main Menu page, select the "View" option under *Registered User Account* as originally shown in Figure 2.

b) The next page to display is a logon page as shown in Figure 8.

(1) Enter your TRP assigned Username and Password then select the "OK" option to continue.

Figure 8

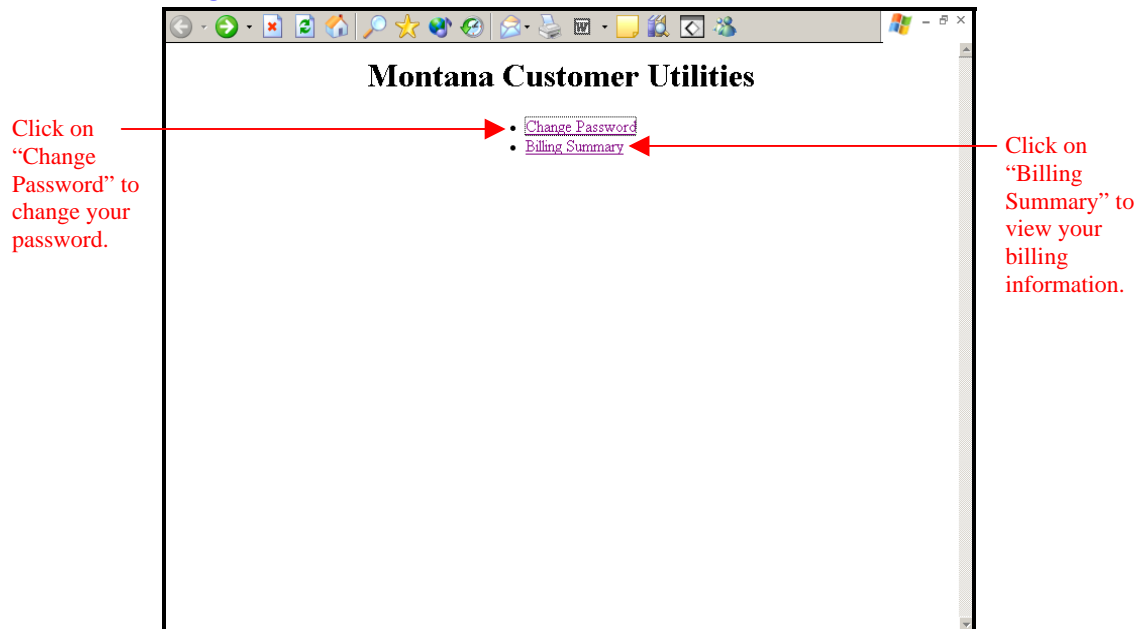


c) The next page to display is the "Montana Customer Utilities" page as shown in [Figure 9](#).

(1) To change your password, select the "Change Password" option. (You may want to change your password to one that you will remember).



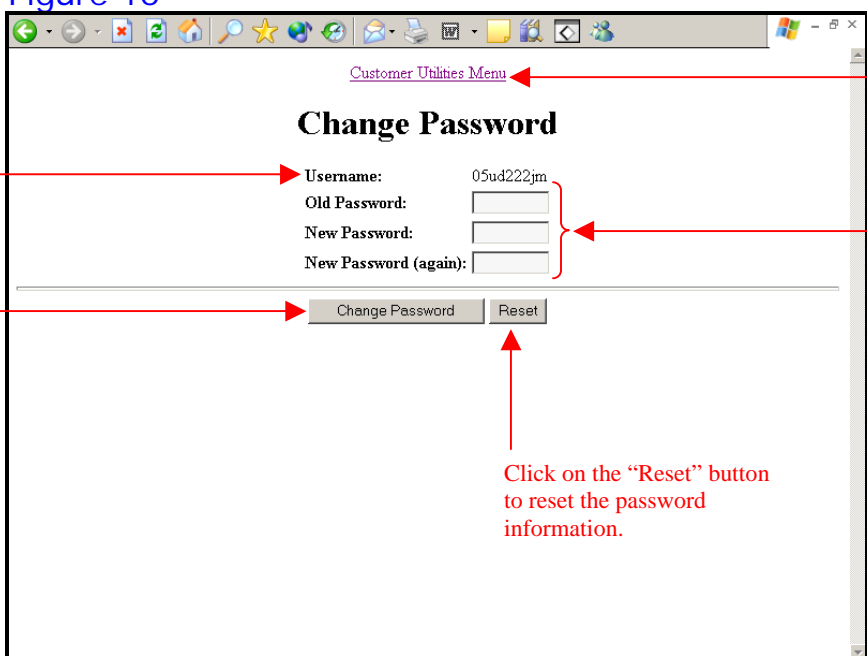
Figure 9



d) The next page to display is the *Change Password* page as shown in Figure 10.

- (1) Enter your current password and the new password in the appropriate fields.
- (2) Select the "Change Password" option to update the service with your new password.

Figure 10



The screenshot shows a web browser window with a 'Change Password' form. The form includes a 'Customer Utilities Menu' link at the top. The form fields are: Username (05ud222jm), Old Password, New Password, and New Password (again). Below the fields are 'Change Password' and 'Reset' buttons. Red arrows and text provide instructions: 'Click here to return to Customer Utilities Menu' points to the menu link; 'The service displays your user name.' points to the Username field; 'Click on the "Change Password" button to update the service with the new password.' points to the 'Change Password' button; 'Click on the "Reset" button to reset the password information.' points to the 'Reset' button; and 'Enter the current password and the new password in the fields provided.' points to the password fields.

Customer Utilities Menu

### Change Password

Username: 05ud222jm

Old Password:

New Password:

New Password (again):

e) To view your billing summary, select the "Billing Summary" option as originally shown in [Figure 9](#).

f) The next page to display is the *Billing Summary* page shown in [Figure 11](#).

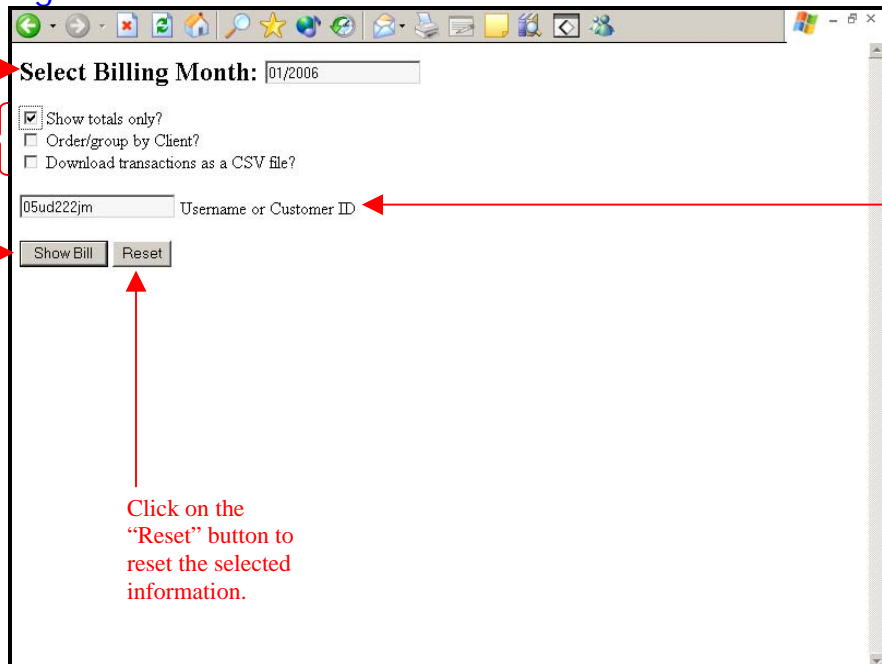
- (1) Enter the billing month and year you wish to view.
- (2) Select the desired transaction from the list of choices provided. You may select any combination of the boxes or leave them all blank.
- (3) Enter your Username or Customer ID.
- (4) Select the "Show Bill" option to view your billing information, or select the "Reset" option to reset your search criteria.

Enter the month and year of the desired billing information.

Click on the box in front of the selection(s) of your choice.

Click on the "Show Bill" button to view the selected billing information.

Figure 11



The screenshot shows a web browser window with a form titled "Select Billing Month:". The form contains a date input field with "01/2006" entered. Below this are three checkboxes: "Show totals only?" (checked), "Order/group by Client?" (unchecked), and "Download transactions as a CSV file?" (unchecked). There is a text input field for "Username or Customer ID" containing "05ud222jm". At the bottom are "Show Bill" and "Reset" buttons. Red arrows point from text annotations to these elements: from the date field to "Enter the month and year of the desired billing information."; from the checkboxes to "Click on the box in front of the selection(s) of your choice."; from the "Show Bill" button to "Click on the 'Show Bill' button to view the selected billing information."; from the "Reset" button to "Click on the 'Reset' button to reset the selected information."; and from the "Username or Customer ID" field to "Enter your Username or Customer ID."

## 5. Create a TRP

- a) To start the TRP creation process, select the "Create" option on the *Main Menu* page as originally shown in [Figure 2](#).
- b) The next page to display is the *Vehicle & Purchaser Search* page shown in [Figure 12](#).
  - (1) Features of the TRP service pages:
    - (a) *Asterisk* - Required information is indicated by an asterisk (\*). All required fields must be completed before the service will allow you to continue with the creation process.
    - (b) *Drop-down Lists* - Some fields provide a drop-down list of choices

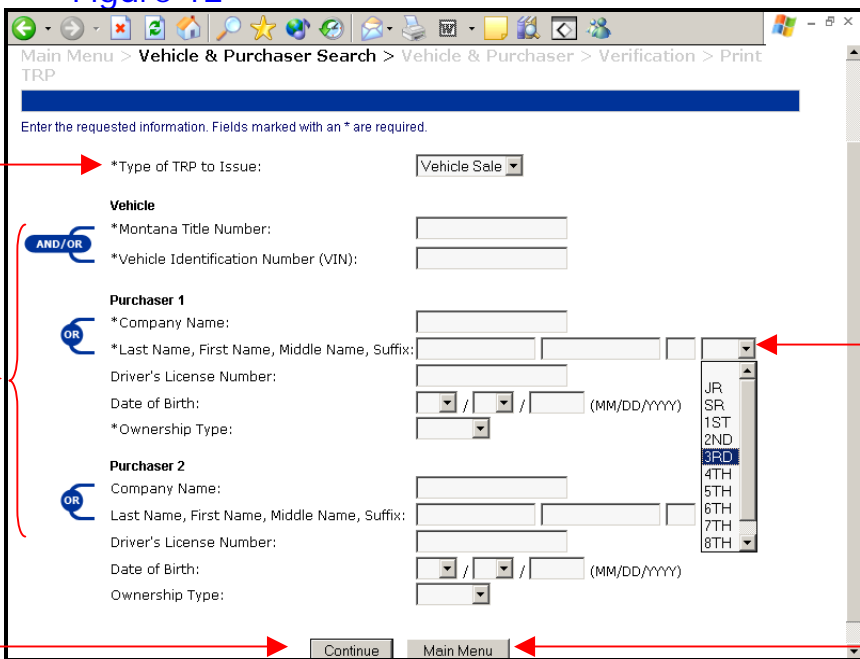
indicated by a down arrow. Simply move your mouse down the list until the desired information is highlighted, then left click your mouse. The information you have chosen should appear in the box.

(c) *“AND/OR” and “OR”* - Areas with *“AND/OR”* and *“OR”* offers the user a logic choice of information to enter.

(d) *“Continue” Option* - Upon entering all of the vehicle and purchaser information, you may choose to continue on with the creation process by clicking the *“Continue”* button.

(e) *“Main Menu”* – The user may cancel the process and return to the *Main Menu* page by clicking on the *“Main Menu”* button.

Figure 12



The screenshot shows a web browser window with the address bar displaying: `Main Menu > Vehicle & Purchaser Search > Vehicle & Purchaser > Verification > Print TRP`. The page title is "TRP". Below the title, a blue bar contains the text: "Enter the requested information. Fields marked with an \* are required."

The form is divided into sections by "AND/OR" and "OR" labels in blue circles:

- Vehicle Section:**
  - \*Type of TRP to Issue: (Dropdown menu showing "Vehicle Sale")
  - \*Montana Title Number: (Text input field)
  - \*Vehicle Identification Number (VIN): (Text input field)
- Purchaser 1 Section:**
  - \*Company Name: (Text input field)
  - \*Last Name, First Name, Middle Name, Suffix: (Text input field)
  - Driver's License Number: (Text input field)
  - Date of Birth: (MM/DD/YYYY format with dropdowns)
  - \*Ownership Type: (Dropdown menu)
- Purchaser 2 Section:**
  - Company Name: (Text input field)
  - Last Name, First Name, Middle Name, Suffix: (Text input field)
  - Driver's License Number: (Text input field)
  - Date of Birth: (MM/DD/YYYY format with dropdowns)
  - Ownership Type: (Dropdown menu)

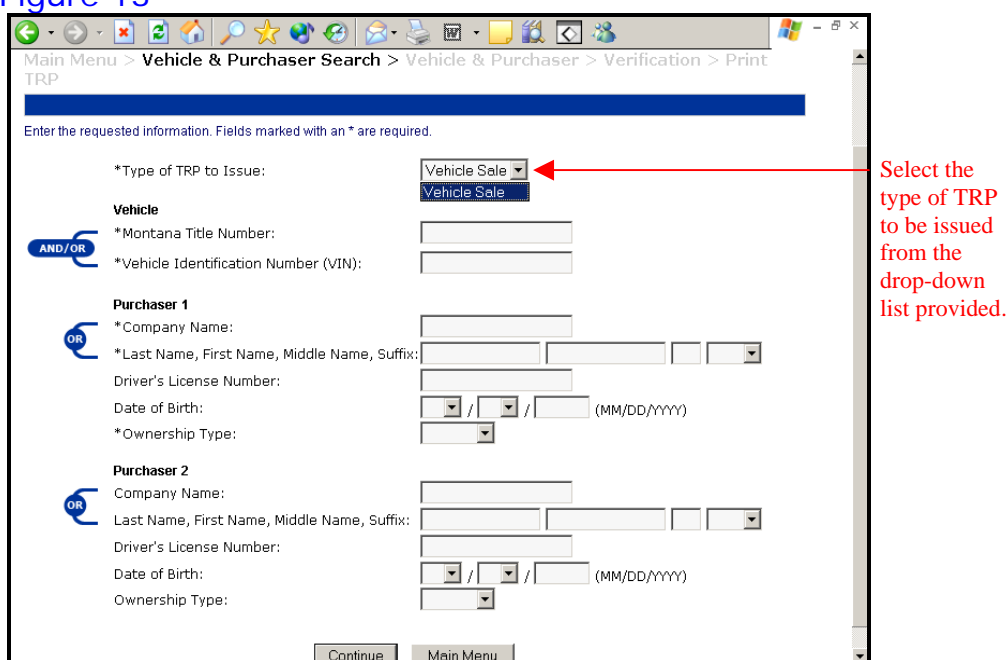
Annotations with red arrows point to specific elements:

- A red arrow points to the asterisk on the "Type of TRP to Issue" label, with the text: "Required fields are indicated with an asterisk."
- A red arrow points to the "AND/OR" label between the Vehicle and Purchaser 1 sections, with the text: "“AND/OR” and “OR” areas offer the user a choice of information to enter."
- A red arrow points to the dropdown arrow on the "Last Name, First Name, Middle Name, Suffix" field for Purchaser 1, with the text: "Click on the down arrow to view the information choices."
- A red arrow points to the "Continue" button at the bottom, with the text: "Click on the “Continue” button to continue the TRP creation process."
- A red arrow points to the "Main Menu" button at the bottom, with the text: "Click on the “Main Menu” button to return to the Main Menu page."

c) Select the type of TRP to be issued from the drop-down list of choices provided shown in [Figure 13](#).

(1) Only *Vehicle Sale* is available at this point. In the future other options will be available.

Figure 13



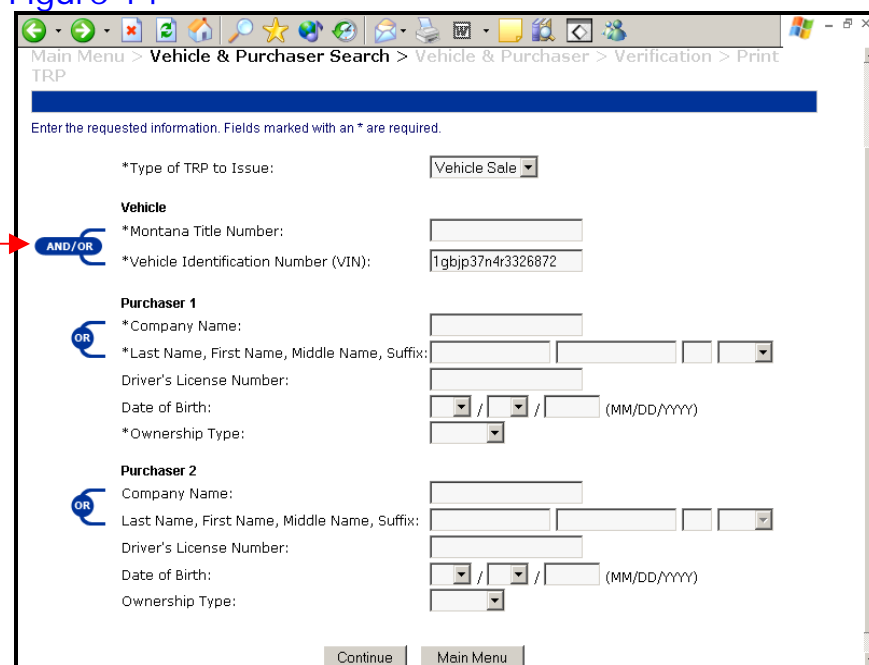
d) Enter the Montana Title Number and/or the VIN of the vehicle as shown in [Figure 14](#).

(1) If the vehicle has been previously titled in Montana and you have that title number, you may enter it in the "Montana Title Number" field. You do not have to enter the VIN but are welcome to if you know that information as well.

(2) If you do not have the title number or the vehicle has never been titled in Montana, you can enter the Vehicle Identification Number (VIN). You must enter either the title number

or the VIN for the vehicle, but you do not have to enter both numbers to proceed with the process.

Figure 14



Enter the requested information. Fields marked with an \* are required.

\*Type of TRP to Issue:

**Vehicle**

\*Montana Title Number:

\*Vehicle Identification Number (VIN):

**Purchaser 1**

\*Company Name:

\*Last Name, First Name, Middle Name, Suffix:

Driver's License Number:

Date of Birth:  /  /  (MM/DD/YYYY)

\*Ownership Type:

**Purchaser 2**

Company Name:

Last Name, First Name, Middle Name, Suffix:

Driver's License Number:

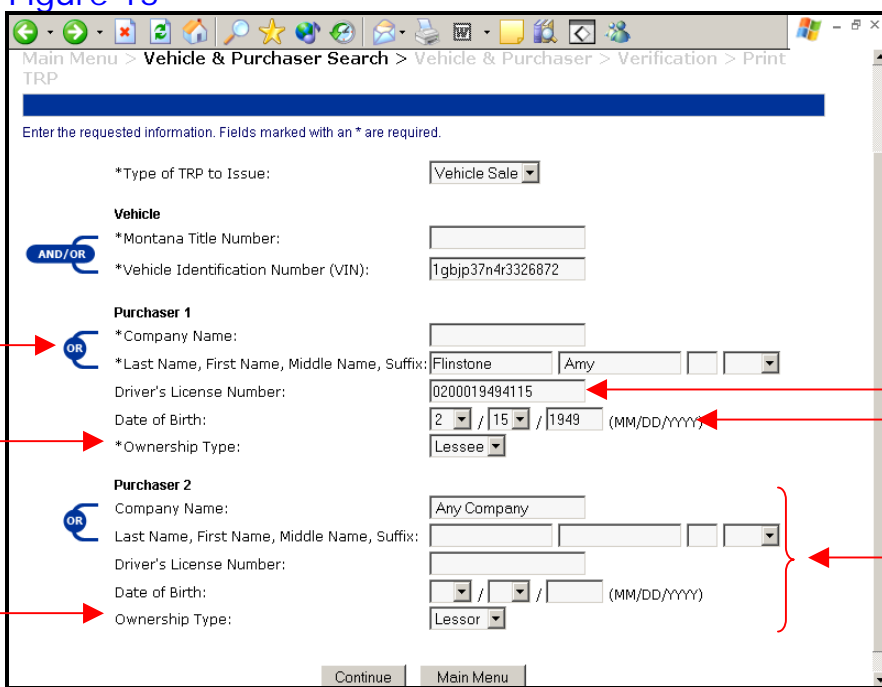
Date of Birth:  /  /  (MM/DD/YYYY)

Ownership Type:

e) Enter the purchaser's information the way it is to appear on the title in the fields provided. If the purchaser does not have a suffix or middle name, those fields can be left blank. At least one purchaser is required as shown in [Figure 15](#).

- (1) If the purchaser wants the vehicle titled in two names, use both the "Purchaser 1" and "Purchaser 2" fields to enter the names.
- (2) If either of the purchasers are a business, enter the business name in the "Company Name" field.

Figure 15



Enter the requested information. Fields marked with an \* are required.

\*Type of TRP to Issue:

**Vehicle**

\*Montana Title Number:

\*Vehicle Identification Number (VIN):

**Purchaser 1**

\*Company Name:

\*Last Name, First Name, Middle Name, Suffix:

Driver's License Number:

Date of Birth:  /  /  (MM/DD/YYYY)

\*Ownership Type:

**Purchaser 2**

Company Name:

Last Name, First Name, Middle Name, Suffix:

Driver's License Number:

Date of Birth:  /  /  (MM/DD/YYYY)

Ownership Type:

f) Enter the Montana issued driver license number in the "Driver License Number" field if the purchaser is not a business and has a Montana driver license as shown in Figure 15.

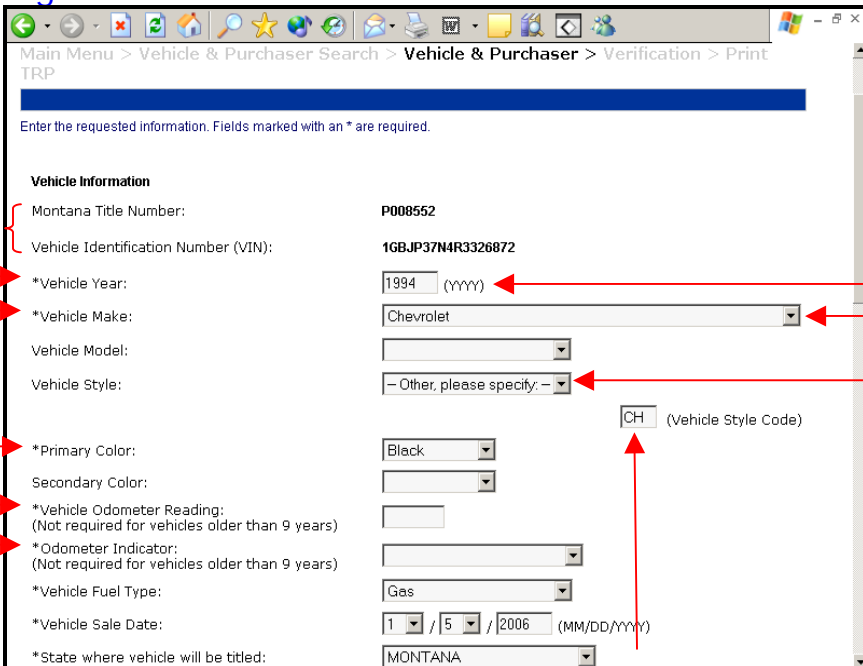
- (1) If the purchaser is licensed in another state or is a business, do not enter the driver license number.
- (2) If the purchaser(s) is a current Montana driver the legal name and address will automatically be populated on the next page with the driver information that is maintained on the motor vehicle database for that purchaser.
  - (a) MVD is moving in the direction of titling vehicles in the purchaser's legal

name as it appears on the face of their driver license.

- g) Enter the date of birth of the purchaser in the "Date of Birth" field provided when a driver license number has been entered as shown in [Figure 15](#).
- h) Enter the ownership type by selecting from the drop-down list of choices provided as shown in [Figure 15](#).
  - (1) If the purchase is not a lease situation, select the "None" choice from the dropdown list provided.
  - (2) If the purchase is a lease situation, the Lessee information must be entered in either the Purchaser 1 or Purchaser 2 sections. The "Ownership Type" would be marked as *Lessee*. In the other purchaser name field, the Lessor would be entered and the ownership marked as *Lessor*.
- i) Select the "Continue" option to proceed with the TRP creation process.
  - (1) To stop the TRP creation process and return to the *Main Menu Page*, select the "Main Menu" option.
- j) The next page to display is the *Vehicle and Purchaser* page shown in [Figures 16](#) through [Figure 18](#).
  - (1) If the Montana Title Number or VIN entered on the previous page matches information on either the MVD database or the VIN validation software, the associated information will automatically populate certain vehicle information fields on this screen shown in [Figure 16](#).



Figure 16



The Title number and/or VIN will populate if the vehicle has been previously titled or registered in Montana.

The user must complete any remaining information that is required as indicated by an asterisk (\*).

Enter the odometer information only if the purchased vehicle is 9 years old or newer.

Vehicle information will automatically populate when the Montana title number or VIN matches information on either the MVD database or the VIN validation software.

Select the "Other please specify" option from the drop-down list provided when the needed make, model, or style description is not listed.

A new field will appear once the "Other please specify" option has been selected. Enter an abbreviated description in the new field

**Vehicle Information**

Montana Title Number: P008552

Vehicle Identification Number (VIN): 1GBJP37N4R3326872

\*Vehicle Year: 1994 (YYYY)

\*Vehicle Make: Chevrolet

Vehicle Model:

Vehicle Style: - Other, please specify: -

CH (Vehicle Style Code)

\*Primary Color: Black

Secondary Color:

\*Vehicle Odometer Reading: (Not required for vehicles older than 9 years)

\*Odometer Indicator: (Not required for vehicles older than 9 years)

\*Vehicle Fuel Type: Gas

\*Vehicle Sale Date: 1 / 5 / 2006 (MM/DD/YYYY)

\*State where vehicle will be titled: MONTANA

k) The user must verify the pre-filled information is correct and fill in any remaining information that is required for the vehicle (as noted by the asterisk next to the field descriptions).

(1) If the vehicle make, model or style is not listed on the drop-down list of choices provided, select the "Other Please Specify" option. Another field will appear that allows the user to enter an abbreviation for the vehicle make, model or style as shown in Figure 17.

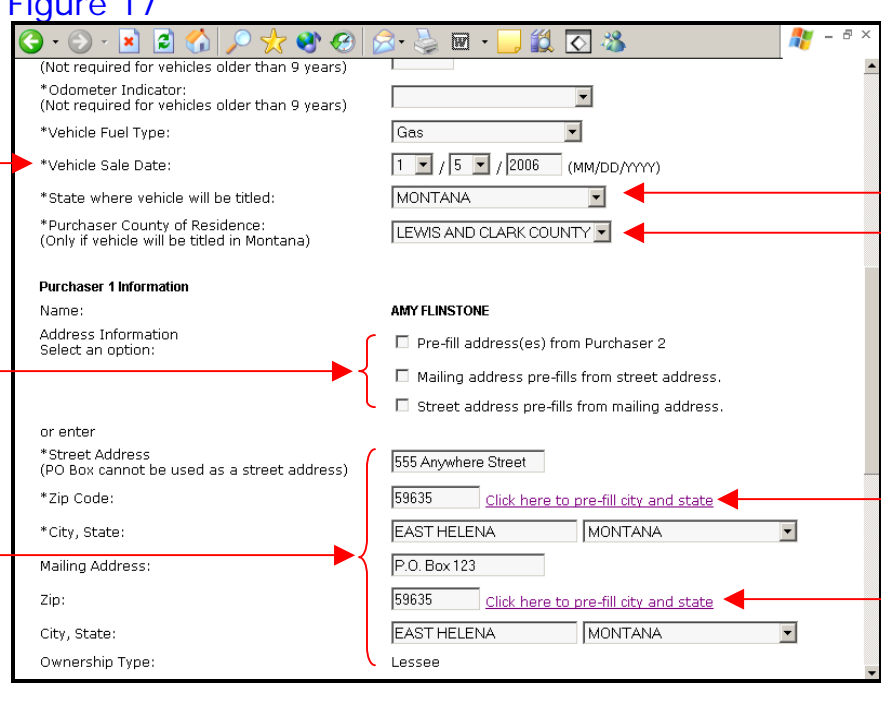
l) Enter the actual date of sale in the “Vehicle Sale Date” field shown in [Figure 17](#). (A previous date may be entered but the service will NOT allow a future date to be entered.)

**\*Note:** The TRP expiration date is calculated from the date of issuance not the date of sale. The TRP should be issued on the date the purchaser takes possession of the vehicle.

m) In the “State where vehicle will be titled” field, select the state or province where the vehicle will be titled from the drop-down list of choices provided shown in [Figure 17](#).

(1) If the vehicle is to be titled in Montana, select the county where vehicle will reside from the drop-down list of choices provided as shown in [Figure 17](#).

Figure 17



Enter the actual date the vehicle was sold.

Click on the box next to the address pre-fill option of your choice or enter the address information in the fields provided.

Select the state or province where the vehicle is to be titled from the drop-down list provided.

If vehicle will be titled in Montana, select the county where vehicle will reside from the drop-down list provided.

Enter a zip code and click on the highlighted line to pre-fill the city and state associated with the zip code.

(Not required for vehicles older than 9 years)  
 \*Odometer Indicator:  
 (Not required for vehicles older than 9 years)  
 \*Vehicle Fuel Type:  
 \*Vehicle Sale Date:  
 \*State where vehicle will be titled:  
 \*Purchaser County of Residence:  
 (Only if vehicle will be titled in Montana)  
**Purchaser 1 Information**  
 Name:  
 Address Information  
 Select an option:  
 or enter  
 \*Street Address  
 (PO Box cannot be used as a street address)  
 \*Zip Code:  
 \*City, State:  
 Mailing Address:  
 Zip:  
 City, State:  
 Ownership Type:

AMY FLINSTONE  
☐ Pre-fill address(es) from Purchaser 2  
☐ Mailing address pre-fills from street address.  
☐ Street address pre-fills from mailing address.  
 555 Anywhere Street  
 59635 [Click here to pre-fill city and state](#)  
 EAST HELENA MONTANA  
 P.O. Box 123  
 59635 [Click here to pre-fill city and state](#)  
 EAST HELENA MONTANA  
 Lessee

n) Enter the address information for Purchaser 1 in the appropriate fields provided as shown in [Figure 17](#).

(1) The user may select one of the pre-fill option boxes or enter the information in the fields provided.

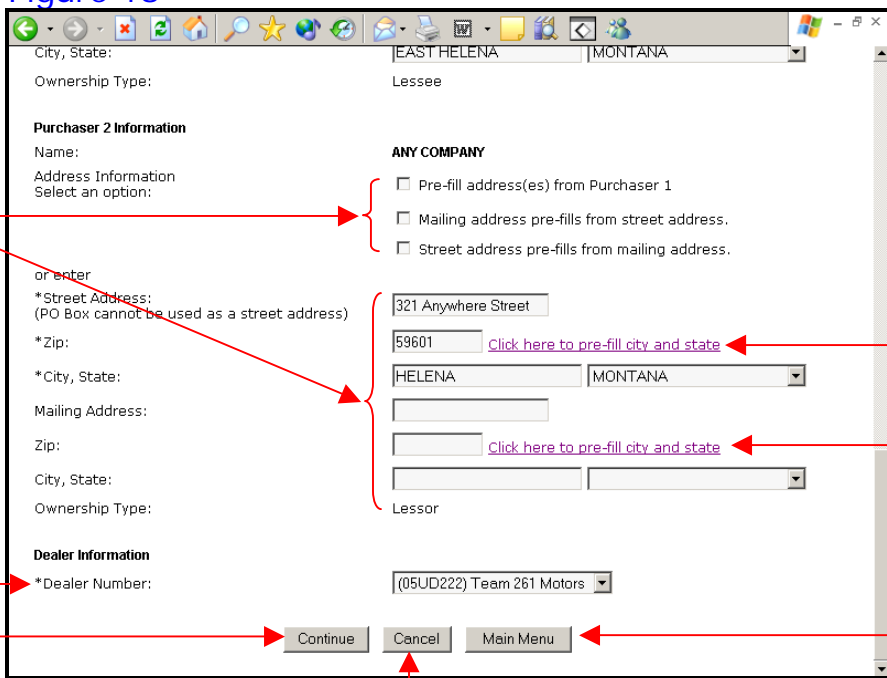
(2) To pre-fill the "City, State" field, enter the zip code then click on the highlighted line next to the zip code field shown in [Figure 17](#).

o) Enter the address information for Purchaser 2 in the appropriate fields provided as shown in [Figure 18](#).

(1) The user may select one of the pre-fill option boxes or enter the information in the fields provided.

(2) To pre-fill the "City, State" field, enter the zip code then click on the highlighted line next to the zip code field shown in [Figure 18](#).

Figure 18



Click on the box next to the address pre-fill option of your choice or enter the address information in the fields provided.

Select the appropriate "Dealer License Number" the vehicle is being sold against from the drop-down list provided.

Click on the "Continue" button to continue with the TRP creation process.

Click on the "Cancel" button to cancel the TRP creation process and return to the Vehicle and Purchaser Search page.

Click on the "Main Menu" button to return to the Main Menu page. This cancels the TRP creation.

Enter a zip code and click on the highlighted line to pre-fill the city and state associated with the zip code.

Click here to pre-fill city and state

Click here to pre-fill city and state

p) In the "Dealer Number" field, select the appropriate dealership license number associated with the purchase from the drop-down list of choices provided as shown in Figure 18.

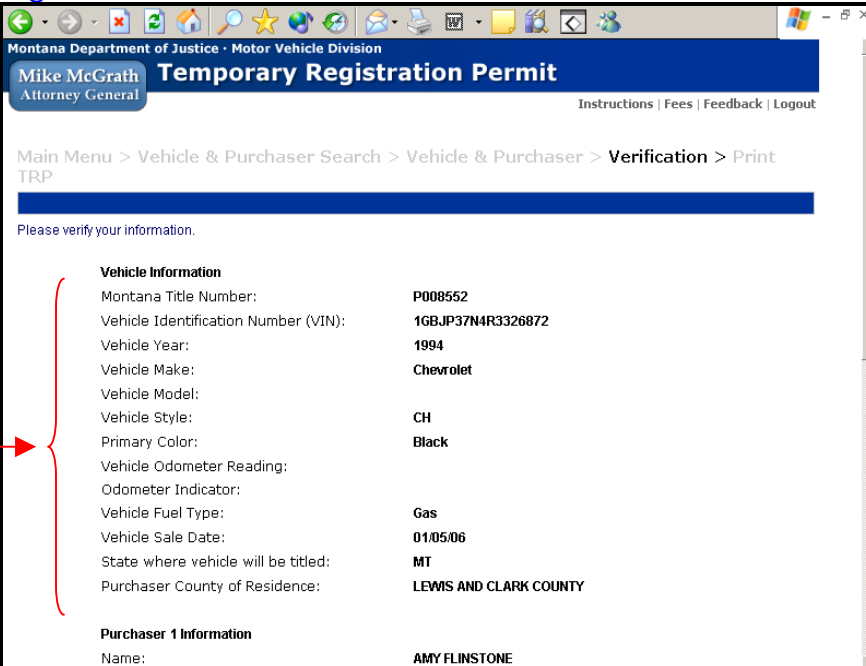
q) To continue the TRP creation process, select the "Continue" option at the bottom of the *Vehicle and Purchaser* page as shown in Figure 18.

(1) To return to the *Vehicle and Purchaser Search* page, select the "Cancel" option.

(2) To discontinue the TRP creation process and return to the *Main Menu* Page, select the "Main Menu" option.

r) If you choose to continue, the next page to display is the *Verification* page shown in Figure 19 and Figure 20.

Figure 19



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Mike McGrath  
Attorney General

**Temporary Registration Permit**

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Main Menu > Vehicle & Purchaser Search > Vehicle & Purchaser > **Verification** > Print TRP

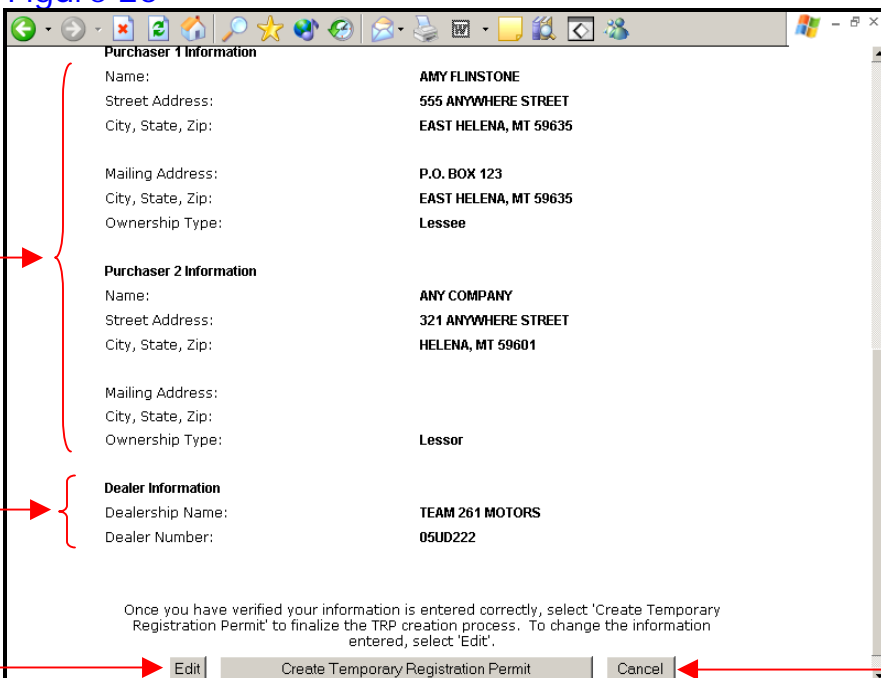
Please verify your information.

<b>Vehicle Information</b>	
Montana Title Number:	P008552
Vehicle Identification Number (VIN):	1GBJP37N4R3326872
Vehicle Year:	1994
Vehicle Make:	Chevrolet
Vehicle Model:	
Vehicle Style:	CH
Primary Color:	Black
Vehicle Odometer Reading:	
Odometer Indicator:	
Vehicle Fuel Type:	Gas
Vehicle Sale Date:	01/05/06
State where vehicle will be titled:	MT
Purchaser County of Residence:	LEWIS AND CLARK COUNTY
<b>Purchaser 1 Information</b>	
Name:	AMY FLINSTONE

Verify the vehicle information is correct.

s) Verify the vehicle and purchaser information entered is correct as shown in Figure 19 and Figure 20.

Figure 20



The screenshot shows a web form for creating a Temporary Registration Permit (TRP). It contains three main sections: Purchaser 1 Information, Purchaser 2 Information, and Dealer Information. Each section has fields for Name, Street Address, City/State/Zip, Mailing Address, and Ownership Type. At the bottom, there are three buttons: 'Edit', 'Create Temporary Registration Permit', and 'Cancel'. Red arrows and text annotations provide instructions on how to use the form.

Section	Field	Value
Purchaser 1 Information	Name:	AMY FLINSTONE
	Street Address:	555 ANYWHERE STREET
	City, State, Zip:	EAST HELENA, MT 59635
	Mailing Address:	P.O. BOX 123
	City, State, Zip:	EAST HELENA, MT 59635
	Ownership Type:	Lessee
Purchaser 2 Information	Name:	ANY COMPANY
	Street Address:	321 ANYWHERE STREET
	City, State, Zip:	HELENA, MT 59601
	Mailing Address:	
	City, State, Zip:	
	Ownership Type:	Lessor
Dealer Information	Dealership Name:	TEAM 261 MOTORS
	Dealer Number:	05UD222

Once you have verified your information is entered correctly, select 'Create Temporary Registration Permit' to finalize the TRP creation process. To change the information entered, select 'Edit'.

Buttons: **Edit** | **Create Temporary Registration Permit** | **Cancel**

**Annotations:**

- Verify the purchaser information. (points to Purchaser 1 and 2 sections)
- Verify the dealer information. (points to Dealer Information section)
- Click on the "Edit" button to edit any incorrect information. (points to Edit button)
- Click on the "Create Temporary Registration Permit" button to complete the TRP creation process. (points to Create Temporary Registration Permit button)
- Click on the "Cancel" button to cancel the TRP process. (points to Cancel button)

t) Select the "Create Temporary Registration Permit" option to complete the TRP creation process as shown in Figure 20.

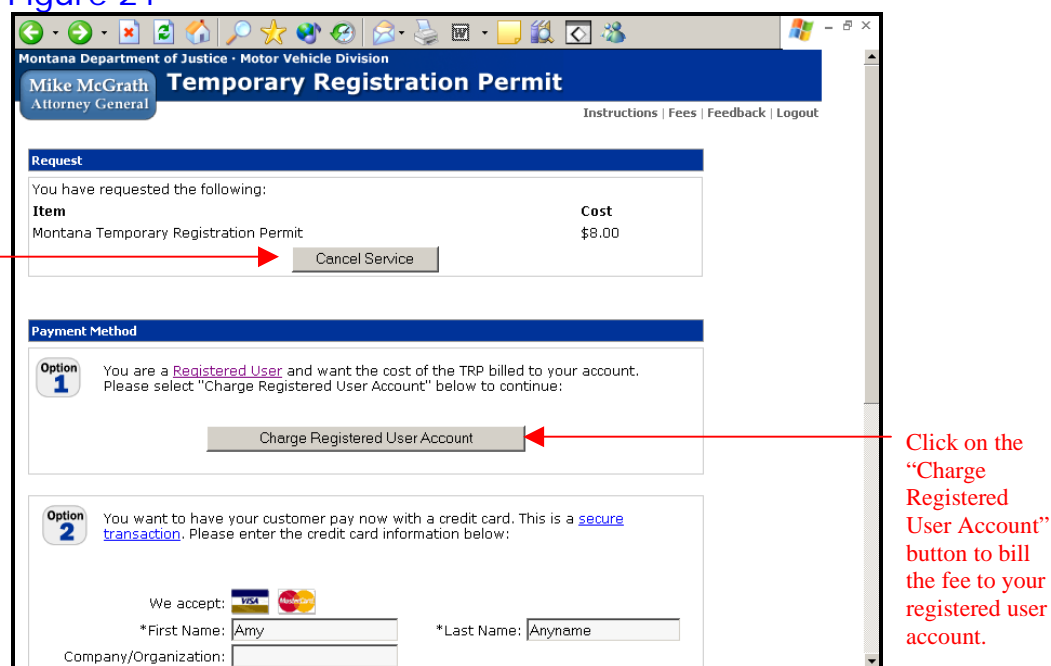
(1) If the vehicle is to be titled in Montana, no fee screen will appear. A fee of \$3.00 will be applied to the purchaser's registration fees and collected at the time of registration.

(2) If the vehicle is to be titled in another state or province, the next screen to display is a fee screen. A fee of \$ 8.00 will be required as shown in Figure 21 and Figure 22. From the fee screen if the customer decides not to continue

with the purchase, the user may select the “Cancel Service” option to cancel the TRP creation and no fee will be collected as shown in Figure 21.

- u) Select the “edit” option to edit any incorrect information and repeat steps “t” through “u” as shown in Figure 20.
- v) Select the “cancel” option to cancel the TRP creation process as shown in Figure 20.

Figure 21



Click on the “Cancel Service” button to cancel TRP creation process. No fee is collected.

Click on the “Charge Registered User Account” button to bill the fee to your registered user account.

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**Request**

You have requested the following:

Item	Cost
Montana Temporary Registration Permit	\$8.00


Cancel Service

**Payment Method**

**Option 1** You are a [Registered User](#) and want the cost of the TRP billed to your account. Please select “Charge Registered User Account” below to continue:

Charge Registered User Account

**Option 2** You want to have your customer pay now with a credit card. This is a [secure transaction](#). Please enter the credit card information below:

We accept: 

\*First Name:  \*Last Name:

Company/Organization:

w) To continue, choose a *Payment Method* option as shown in Figure 21.

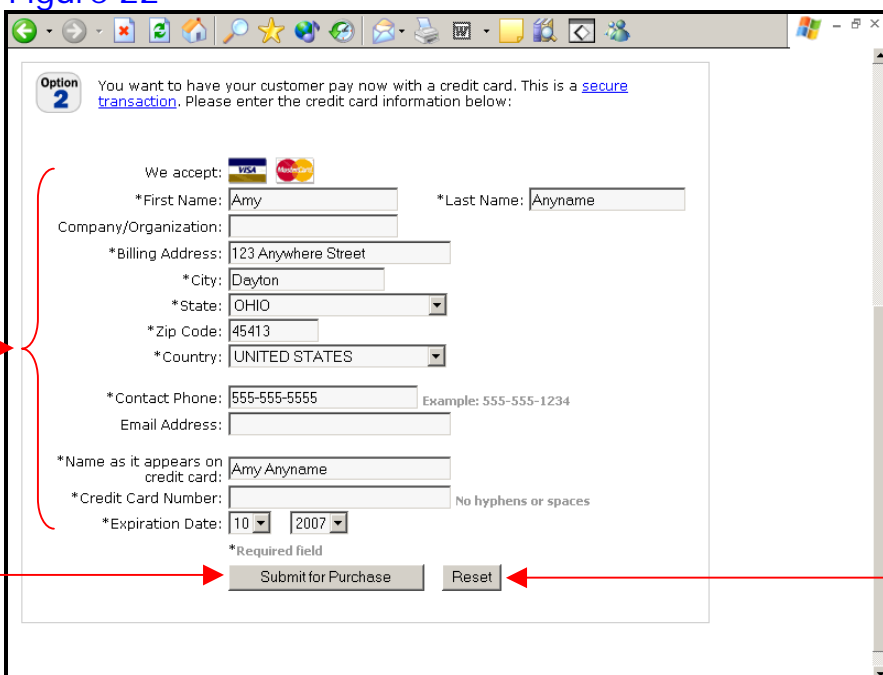
(1) From the fee page, if the customer decides not to continue with the purchase, the user may select the “Cancel Service” option to

cancel the TRP creation process as shown in [Figure 21](#). No fee will be collected.


(2) “Option 1” - Click on the “Charge Registered User Account” to bill the fee to the Registered User’s account rather than a credit card as shown in [Figure 21](#).

(3) “Option 2” - Enter the billing and credit card information in the fields provided. Required information is marked by an asterisk (\*) as shown in [Figure 22](#).

Figure 22



**Option 2** You want to have your customer pay now with a credit card. This is a [secure transaction](#). Please enter the credit card information below:

We accept: 

\*First Name:  \*Last Name:

Company/Organization:

\*Billing Address:

\*City:

\*State:

\*Zip Code:

\*Country:

\*Contact Phone:  Example: 555-555-1234

Email Address:

\*Name as it appears on credit card:

\*Credit Card Number:  No hyphens or spaces

\*Expiration Date:

\*Required field

**Annotations:**

- Enter the required billing and credit card information in the appropriate fields. Fields marked with an asterisk (\*) are required.
- To continue with the TRP process, click on the “Submit for Purchase” button.
- To clear the entered information, click on the “Reset” button.

x) To continue with the TRP process, select the “Submit for Purchase” option as shown in [Figure 23](#).

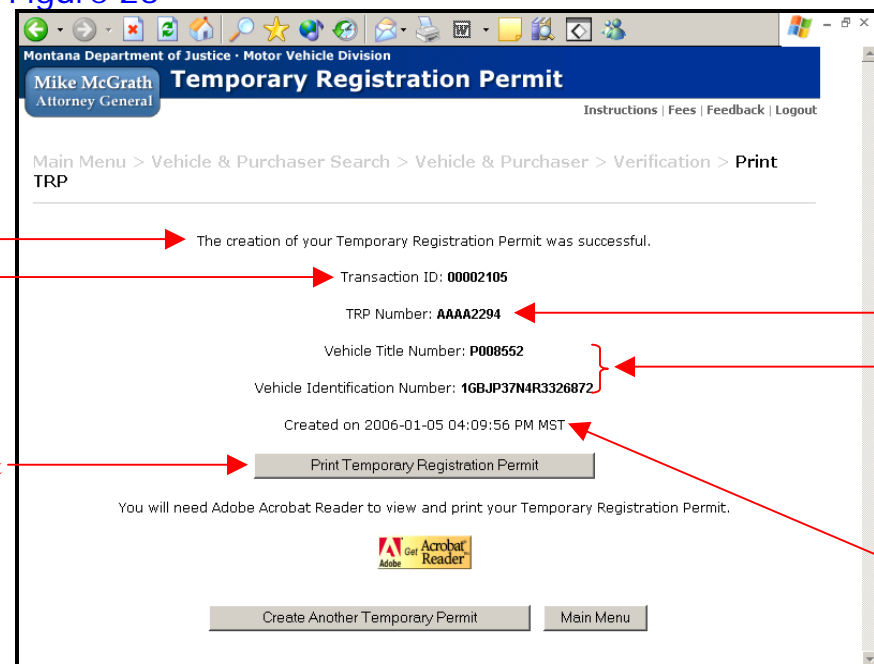
(1) To clear the entered information, select the “Reset” option.



(2) The TRP service automatically calculates the expiration date as 40 days from the date the TRP is issued.

y) The next page to display is the *Print TRP* page shown in [Figure 23](#). At this point the TRP is created and the information has been sent to the MVD motor vehicle system and is accessible to the counties, the TRB, and law enforcement.

Figure 23



The service shows you your TRP was successfully created.

A unique Transaction ID number is assigned to each TRP for tracking purposes.

Click on the "Print Temporary Registration Permit" button to print the TRP.

Each TRP is assigned a unique sequence number

The vehicle title number and VIN are displayed. This should match the vehicle you entered.

The date and time the TRP was created is displayed.

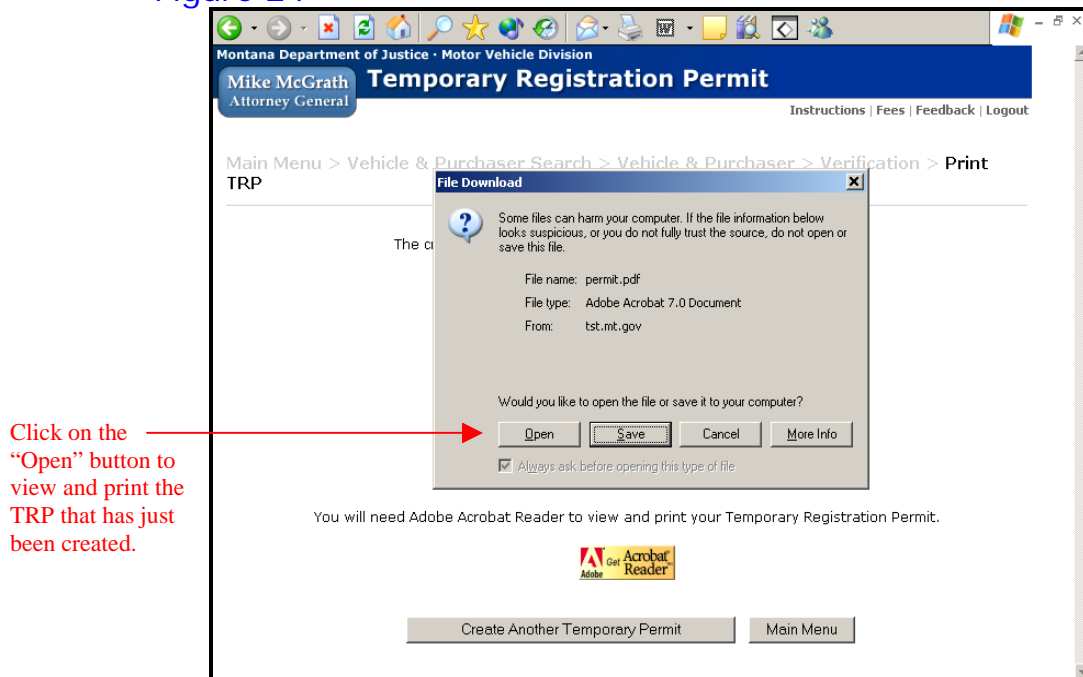
z) To continue the printing process, select the "Print Temporary Registration Permit" option as shown in [Figure 23](#).

(1) This activates Adobe Reader® browser which allows you to view and print the created Temporary Registration Permit.

(2) The TRP service automatically calculates the expiration date as 40 days from the date of issuance of the TRP.

aa) The next window to display asks you if you want to open the file or save it to your computer. Select the "Open" option as shown in [Figure 24](#).

Figure 24



bb) The next page to display is the Adobe Reader® window as shown in [Figure 25](#).

(1) The sample shown in [Figure 25](#) demonstrates how the TRP will appear to the user in Adobe Reader®.

(2) To print the TRP, either select the *Printer Icon* or select "File" then "Print" from the Toolbar at the top of the Adobe Reader® print page.

(a) The TRP will print exactly as it appears in the center of the screen as shown in [Figure 25](#).

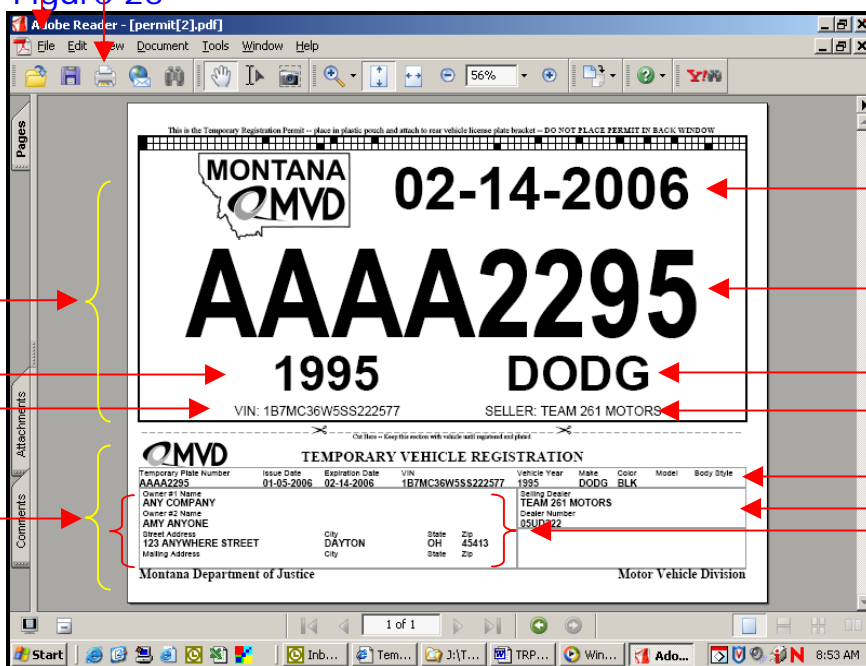
Click on the *Printer Icon* to print the TRP, or select "File" then "Print".

**Figure 25**


The top portion of the TRP is to be placed in the plastic pouch and attached to the rear license plate bracket.

Vehicle year  
VIN number

The bottom portion of the TRP is to be kept with the vehicle until it has been registered and plated.



This is the Temporary Registration Permit – place in plastic pouch and attach to rear vehicle license plate bracket – DO NOT PLACE PERMIT IN BACK WINDOW

**MONTANA**  **02-14-2006**

**AAAAA2295**

**1995 DODG**

VIN: 1B7MC36W5SS222577 SELLER: TEAM 261 MOTORS

**TEMPORARY VEHICLE REGISTRATION**

Temporary Plate Number	Issue Date	Expiration Date	VIN	Vehicle Year	Make	Color	Model	Body Style
AAAAA2295	01-05-2006	02-14-2006	1B7MC36W5SS222577	1995	DODG	BLK		

Owner #1 Name: ANY COMPANY  
Owner #2 Name: AMY ANYONE  
Street Address: 123 ANYWHERE STREET  
Mailing Address: DAYTON, OH 45413

Selling Dealer: TEAM 261 MOTORS  
Dealer Number: 950922

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Click on the "X" to close the page.

TRP expiration date

TRP number

Model of vehicle

Dealer name

Vehicle information

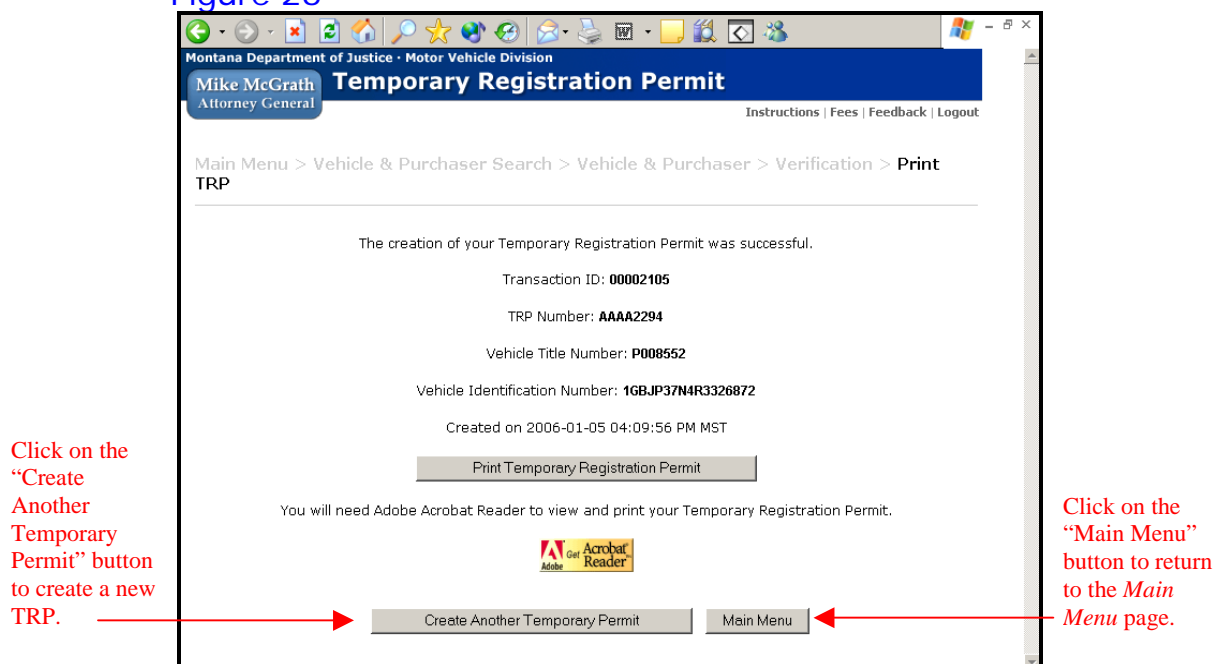
Dealer information

Purchaser Information

(3) To exit the Adobe Reader® page, click on the "X" at the top right hand corner of the page.

(a) This will bring you back to the "TRP Print" page shown in [Figure 26](#).

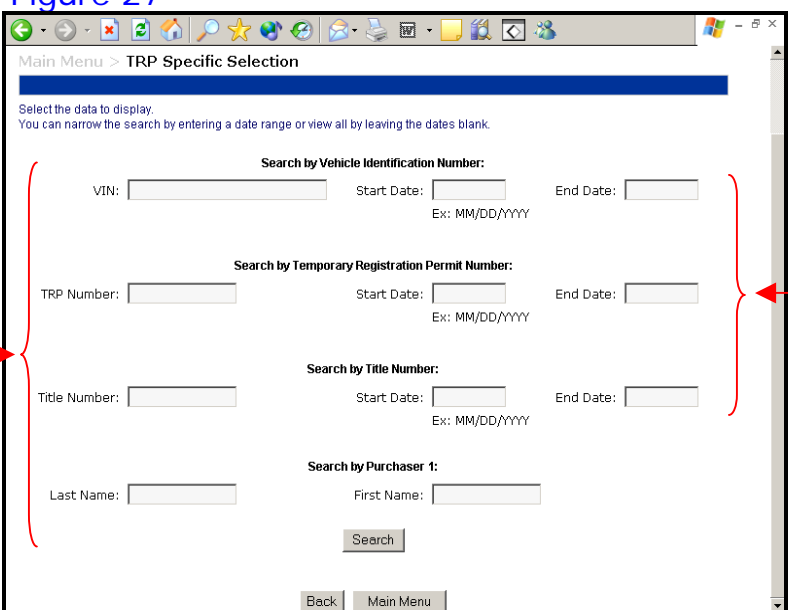
Figure 26



## 6. Reprint a TRP

- If the TRP is damaged during printing or during insertion into the plastic sleeve, you may reprint the TRP without voiding. From the *Main Menu* page, select the "View Specific" option as originally shown in Figure 2.
- The next page to display is the "TRP Specific Selection Screen" page shown in Figure 27.
- Select the type of search to be performed. Users can limit the search by VIN, TRP number, Title number or Purchaser 1 name. The user can choose to limit the amount of data returned by entering a date range as shown in Figure 27.

Figure 27



Main Menu > TRP Specific Selection

Select the data to display.  
You can narrow the search by entering a date range or view all by leaving the dates blank.

**Search by Vehicle Identification Number:**

VIN:  Start Date:  End Date:   
Ex: MM/DD/YYYY

**Search by Temporary Registration Permit Number:**

TRP Number:  Start Date:  End Date:   
Ex: MM/DD/YYYY

**Search by Title Number:**

Title Number:  Start Date:  End Date:   
Ex: MM/DD/YYYY

**Search by Purchaser 1:**

Last Name:  First Name:

Search

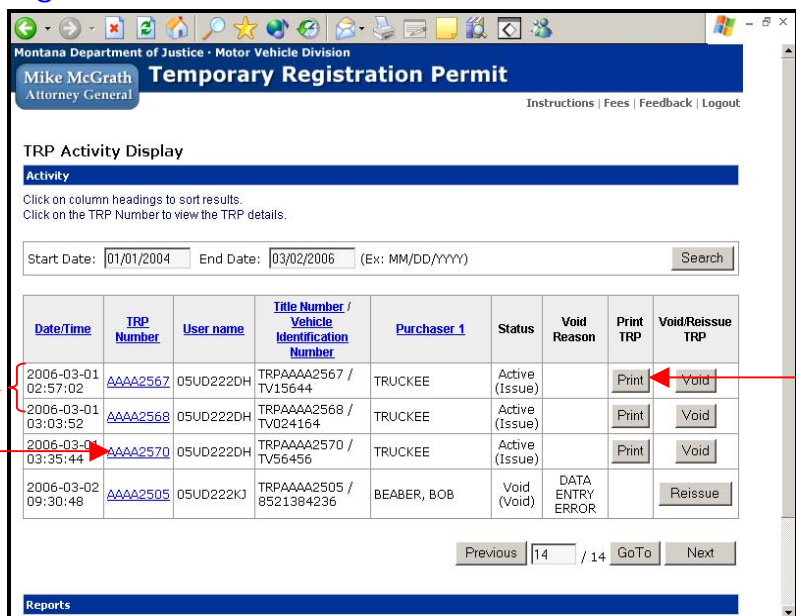
Back Main Menu

Select the data to display from the options provided.

Enter a "Start Date" and "End Date" to limit the range of data to display.

d) The next page to display is the "TRP Activity Display" page shown in Figure 28.

Figure 28



Find the line of information belonging to the TRP to be reprinted. →

Click on a TRP number to view the details of the TRP. →

Click on the "Print" button to reprint a damaged TRP. →

Date/Time	TRP Number	User name	Title Number / Vehicle Identification Number	Purchaser 1	Status	Void Reason	Print TRP	Void/Reissue TRP
2006-03-01 02:57:02	AAAA2567	05UD222DH	TRPAAAA2567 / TV15644	TRUCKEE	Active (Issue)		Print	Void
2006-03-01 03:03:52	AAAA2568	05UD222DH	TRPAAAA2568 / TV024164	TRUCKEE	Active (Issue)		Print	Void
2006-03-01 03:35:44	AAAA2570	05UD222DH	TRPAAAA2570 / TV56456	TRUCKEE	Active (Issue)		Print	Void
2006-03-02 09:30:48	AAAA2505	05UD222KJ	TRPAAAA2505 / 8521384236	BEABER, BOB	Void (Void)	DATA ENTRY ERROR		Reissue

Previous 14 / 14 GoTo Next

e) Find the line of information belonging to the TRP that is to be reprinted as shown in Figure 28.

- (1) Click on the highlighted TRP number to view the details of the TRP to ensure you have selected the correct TRP to be reprinted.
- (2) The next page to display is the *TRP Detail* page as shown in Figure 29 and Figure 30.

Figure 29

The TRP details are displayed for the TRP number selected.



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**Temporary Registration Permit**

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**TRP Details**

**Details**

<b>TRP Information</b>	
Issue Date:	03/01/06
Expiration Date:	04/10/06
<b>Vehicle Information</b>	
Montana Title Number:	TRPAAA2567
Vehicle Identification Number (VIN):	TV15644
Vehicle Year:	2005
Vehicle Make:	Chevrolet
Vehicle Model:	
Vehicle Style:	
Primary Color:	Black
Vehicle Odometer Reading:	1
Odometer Indicator:	Actual
Vehicle Fuel Type:	Gas
Vehicle Sale Date:	03/01/2006
State where vehicle will be titled:	MT
Purchaser County of Residence:	LEWIS AND CLARK COUNTY

(3) To return to the *TRP Display* page, select the "Back" option on the *TRP Detail* page as shown in Figure 30.

Figure 30

To return to the  
*TR P Display*  
page, click on  
the “Back”  
button.

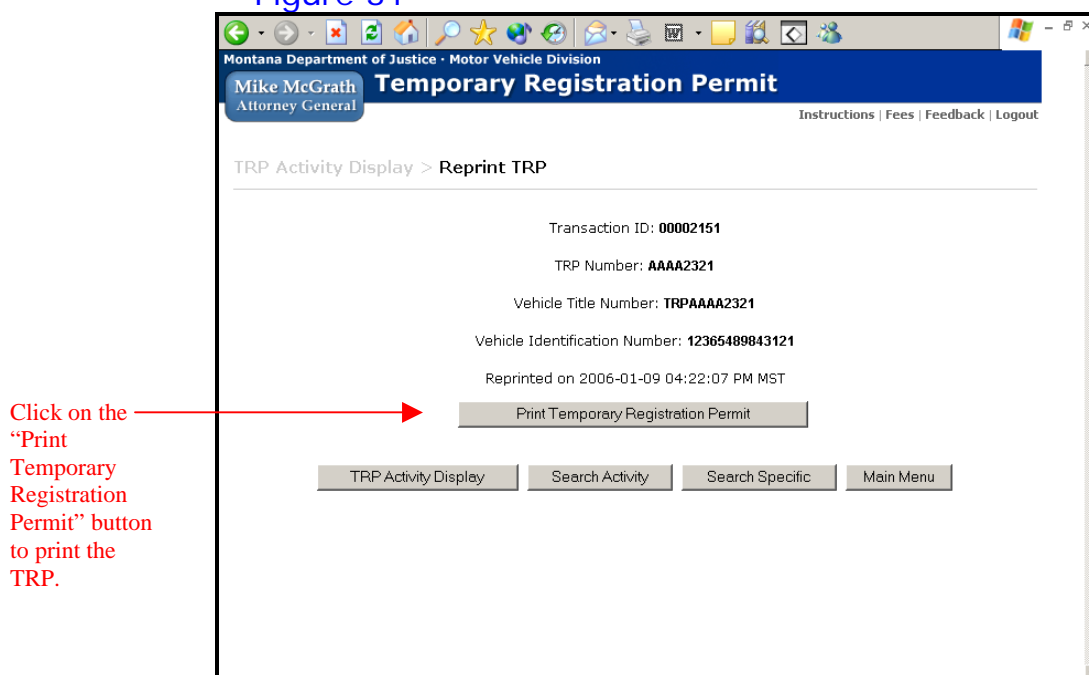
Vehicle Year:	2005
Vehicle Make:	Chevrolet
Vehicle Model:	
Vehicle Style:	
Primary Color:	Black
Vehicle Odometer Reading:	1
Odometer Indicator:	Actual
Vehicle Fuel Type:	Gas
Vehicle Sale Date:	03/01/2006
State where vehicle will be titled:	MT
Purchaser County of Residence:	LEWIS AND CLARK COUNTY
<b>Purchaser 1 Information</b>	
Name:	TRUCKEE
Street Address:	TEST
City, State, Zip:	HELENA, MT 59601
Mailing Address:	
City, State, Zip:	
Ownership Type:	None
<b>Dealer Information</b>	
Dealership Name:	261 BOATS
Dealer Number:	MT701DLR

Back Search Activity Search Specific Main Menu

- f) To start the TRP reprint process, select the “Print” option as originally shown in [Figure 28](#).
- g) The next page to display is the *Reprint TRP* page shown in [Figure 31](#).
- h) To complete the TRP reprint process, select the “Print Temporary Registration Permit” button.



Figure 31



i) The next page to display is the Adobe Reader® window as originally shown in [Figure 25](#).

(1) The reprinted TRP will appear as it was originally created, displaying the original TRP number, issue date, and expiration date.

## 7. Void a TRP

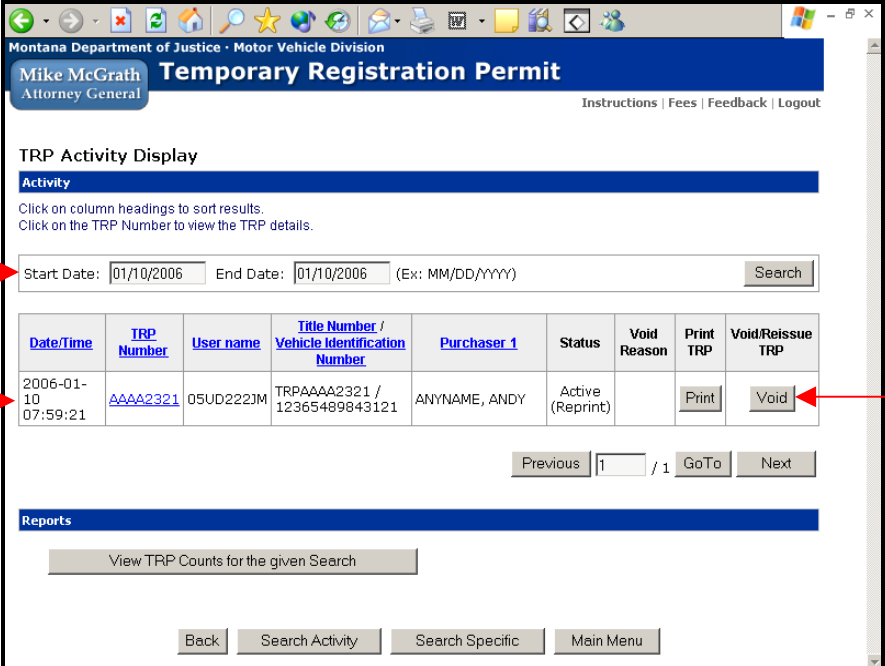
a) From the *Main Menu* screen select the "View Specific" option to begin the search for the TRP to be voided as originally shown in [Figure 2](#).

(1) Follow the steps for the "View Specific" process as originally shown in [Figure 27](#).

b) The next page to display is the “TRP Activity Display” page as shown in [Figure 32](#).

- (1) Find the line of information for the TRP to be voided.
- (2) Select the “Void” option as shown in [Figure 32](#).

Figure 32



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### Temporary Registration Permit

#### TRP Activity Display

Activity

Click on column headings to sort results.  
Click on the TRP Number to view the TRP details.

Start Date: 01/10/2006 End Date: 01/10/2006 (Ex: MM/DD/YYYY) Search

Date/Time	TRP Number	User name	Title Number / Vehicle Identification Number	Purchaser 1	Status	Void Reason	Print TRP	Void/Reissue TRP
2006-01-10 07:59:21	<a href="#">AAAA2321</a>	05UD222JM	TRPAAAA2321 / 12365489843121	ANYNAME, ANDY	Active (Reprint)		Print	Void

Previous 1 / 1 GoTo Next

#### Reports

View TRP Counts for the given Search

Back Search Activity Search Specific Main Menu

**Annotations:**

- Displays the date range of the information shown. (Points to Start Date and End Date fields)
- Find the line of information for the specific TRP to be voided. (Points to the first row in the table)
- Click on the “Void” button to void the TRP. (Points to the Void button in the table row)

c) The next page to display is the *Void TRP* page as shown in [Figure 33](#).

d) Select the reason for voiding the TRP from the drop down menu provided as shown in [Figure 33](#).

- (1) If the TRP has not expired and the title and registration process has not been started, the initial TRP can be voided for one of the following reasons:

- 
- (a) *Damaged* – The TRP was damaged or destroyed after the initial TRP was placed on the vehicle. The TRP may be reissued.
  - (b) *Lost* – the purchaser lost The TRP. The TRP may be reissued.
  - (c) *Stolen* – The TRP was stolen from the purchaser. The TRP may be reissued.
  - (d) *Data Entry Error* – The user mistyped information or needs to adjust the number of purchasers on the TRP. The TRP may be reissued with the correct information.
  - (e) *Title/VIN Mismatch* – The user entered the title and VIN when creating the TRP and the system detects that the title was for one vehicle and the VIN was for another. The TRP must be reissued with the correct information.
  - (f) *Cancellation of Sale* – The Purchaser no longer wants the vehicle. The TRP is cancelled from the system and the vehicle may be sold to another purchaser using the create TRP option.
  - (g) *Wrong Vehicle* –The VIN does not match the vehicle the TRP was to be issued to. The TRP is cancelled and the create TRP option can be used to issue the TRP to the correct vehicle.
- (2) If the TRP has expired and the title and registration process has not been started, the TRP can be voided for the following reason:
- (a) *TRP Never Completed* – The title and registration process was never completed for the TRP and the next sale needs to take place. The TRP is cancelled

and the vehicle may be sold to another purchaser using the create TRP option.

(b) *Cancellation of Sale* – The Purchaser no longer wants the vehicle. The TRP is cancelled from the system and the vehicle may be sold to another purchaser using the create TRP option.

(c) *Wrong Vehicle* – The VIN does not match the vehicle the TRP was to be issued to. The TRP is cancelled and the create TRP option can be used to issue the TRP to the correct vehicle.

Figure 33

Montana Department of Justice - Motor Vehicle Division  
Mike McGrath  
Attorney General

## Temporary Registration Permit

Instructions | Fees | Feedback | Logout

TRP Activity Display > Void TRP

TRP Number: AAAA2321

Vehicle Identification Number: 12365489843121

Vehicle Title Number: TRPAAAA2321

Reason for void: DATA ENTRY ERROR

Are you sure you want to void this Temporary Registration Permit?

Continue Cancel

Displays the information of the TRP to be voided.

Select the reason for the void from the drop-down list provided.

Click on the "Continue" button to continue the void process.

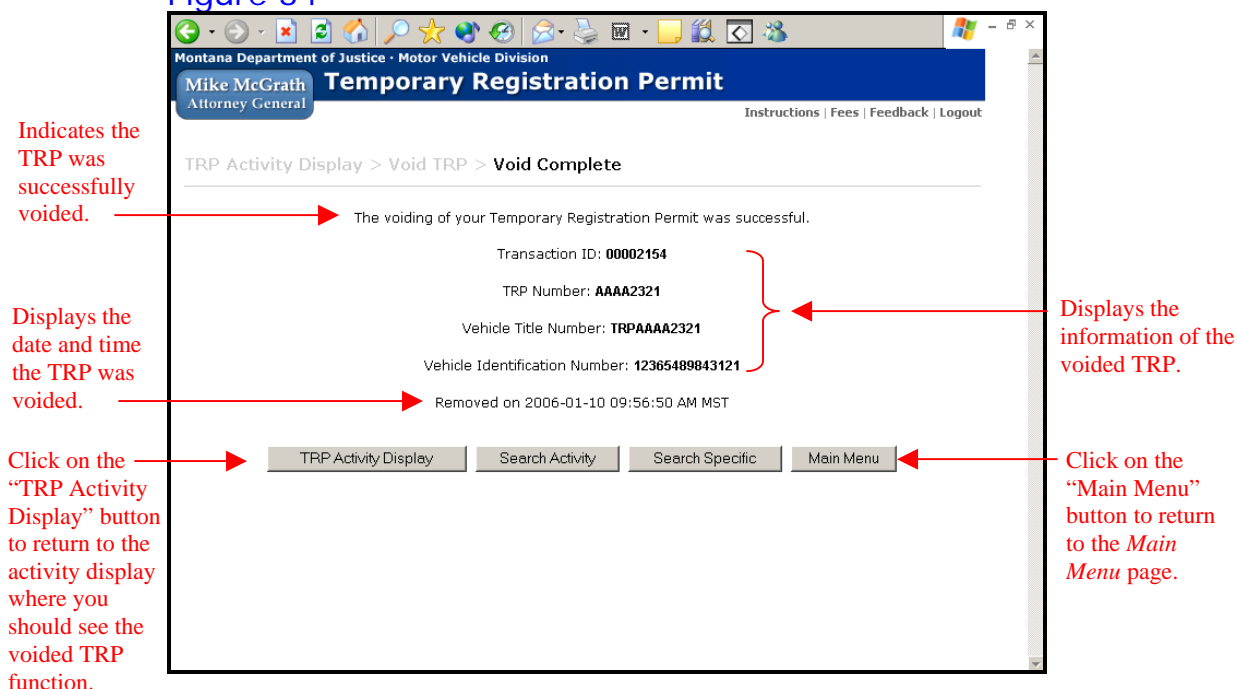
Click on the "Cancel" button to cancel the void process.

e) Select the “Continue” option on the bottom of the screen to complete the void process as shown in [Figure 33](#).

f) Select the “Cancel” option on the bottom of the screen to cancel the void process as shown in [Figure 33](#).

g) The next page to display will be the *Void Complete* page shown in [Figure 34](#).

Figure 34

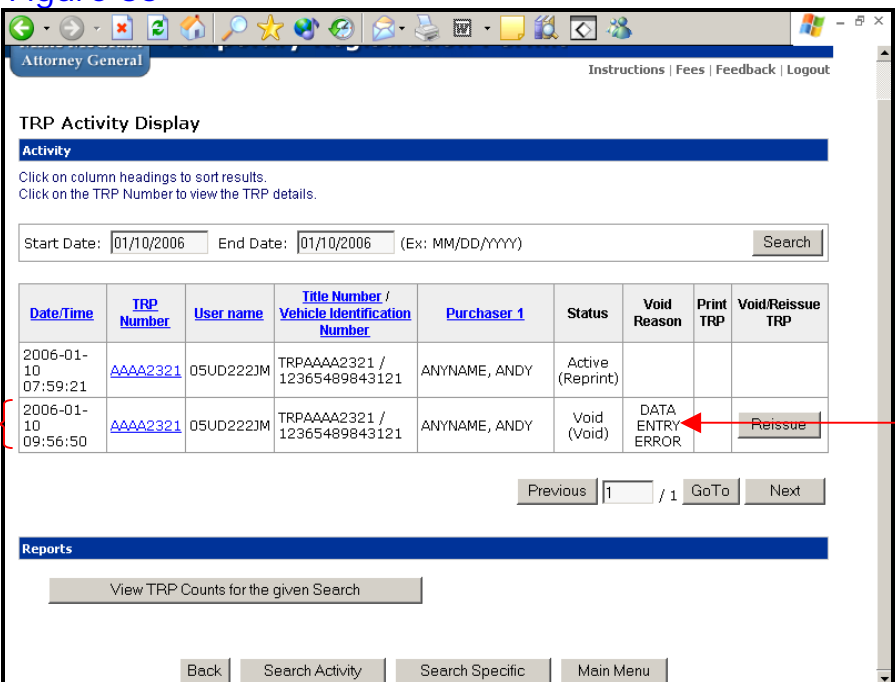


h) Select the “TRP Activity Display” option to return to the *Activity Display* page where you should see the voided TRP function as shown in [Figure 35](#). Keep in mind that TRP voided with the following reason will not display the “Reissue” button:

- (1) Cancellation of sale
- (2) Wrong vehicle

### (3) TRP never completed

Figure 35



Attorney General Instructions | Fees | Feedback | Logout

#### TRP Activity Display

Activity

Click on column headings to sort results.  
Click on the TRP Number to view the TRP details.

Start Date: 01/10/2006 End Date: 01/10/2006 (Ex: MM/DD/YYYY) Search

Date/Time	TRP Number	User name	Title Number / Vehicle Identification Number	Purchaser 1	Status	Void Reason	Print TRP	Void/Reissue TRP
2006-01-10 07:59:21	<a href="#">AAAA2321</a>	05UD222JM	TRPAAA2321 / 12365489843121	ANYNAME, ANDY	Active (Reprint)			
2006-01-10 09:56:50	<a href="#">AAAA2321</a>	05UD222JM	TRPAAA2321 / 12365489843121	ANYNAME, ANDY	Void (Void)	DATA ENTRY ERROR		Reissue

Previous 1 / 1 GoTo Next

#### Reports

View TRP Counts for the given Search

Back Search Activity Search Specific Main Menu

Voiced TRP Line.

Displays the reason for the void.

## 8. Reissue a TRP

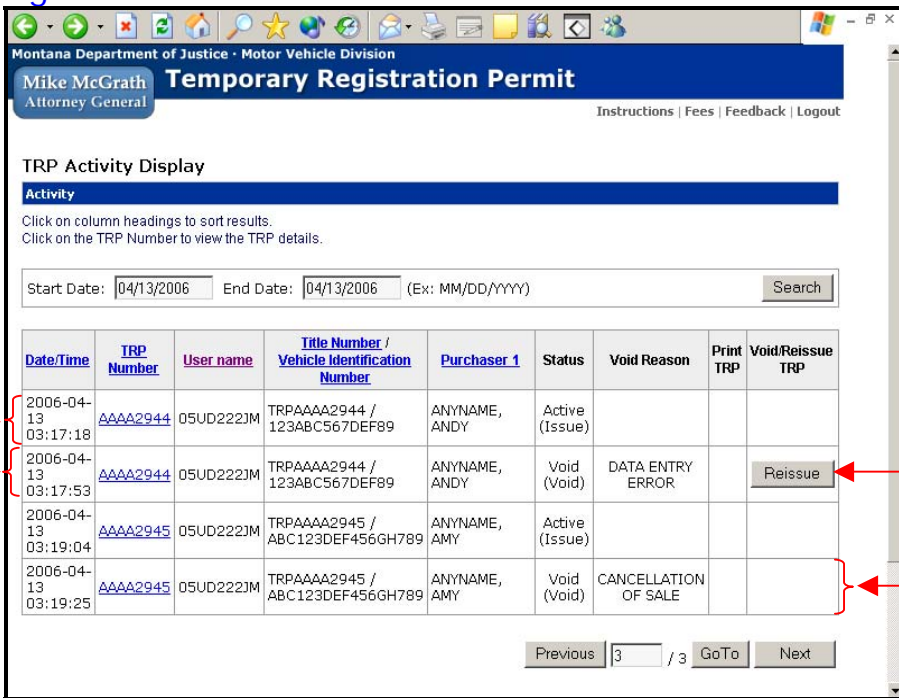
- From the *Main Menu* page select the "View Specific" option as originally shown in Figure 2.
- The next page to display is the *TRP Activity Display* page as shown in Figure 36.
  - Find the line of information for the TRP to be reissued.

(a) The most current activity for a TRP will be the last line of information displayed for that TRP. In most cases, activity option buttons will appear on this line. The exception will be if a TRP was voided for "Cancellation of Sale," "Wrong Vehicle", or "TRP Never Completed" as

shown in Figure 37. In these situations the create process must be used.

- c) Select the “Reissue” button to start the reissue process as shown in Figure 36.

Figure 36



Montana Department of Justice - Motor Vehicle Division

Mike McGrath  
Attorney General

**Temporary Registration Permit**

Instructions | Fees | Feedback | Logout

TRP Activity Display

Activity

Click on column headings to sort results.  
Click on the TRP Number to view the TRP details.

Start Date: 04/13/2006 End Date: 04/13/2006 (Ex: MM/DD/YYYY) Search

Date/Time	TRP Number	User name	Title Number / Vehicle Identification Number	Purchaser 1	Status	Void Reason	Print TRP	Void/Reissue TRP
2006-04-13 03:17:18	<a href="#">AAAA2944</a>	05UD222JM	TRPAAAA2944 / 123ABC567DEF89	ANYNAME, ANDY	Active (Issue)			
2006-04-13 03:17:53	<a href="#">AAAA2944</a>	05UD222JM	TRPAAAA2944 / 123ABC567DEF89	ANYNAME, ANDY	Void (Void)	DATA ENTRY ERROR		Reissue
2006-04-13 03:19:04	<a href="#">AAAA2945</a>	05UD222JM	TRPAAAA2945 / ABC123DEF456GH789	ANYNAME, AMY	Active (Issue)			
2006-04-13 03:19:25	<a href="#">AAAA2945</a>	05UD222JM	TRPAAAA2945 / ABC123DEF456GH789	ANYNAME, AMY	Void (Void)	CANCELLATION OF SALE		

Previous 3 / 3 GoTo Next

Issued TRP information line.

Voided TRP information line shows the most current activity for this TRP.

Click on the “Reissue” button to start the reissue process.

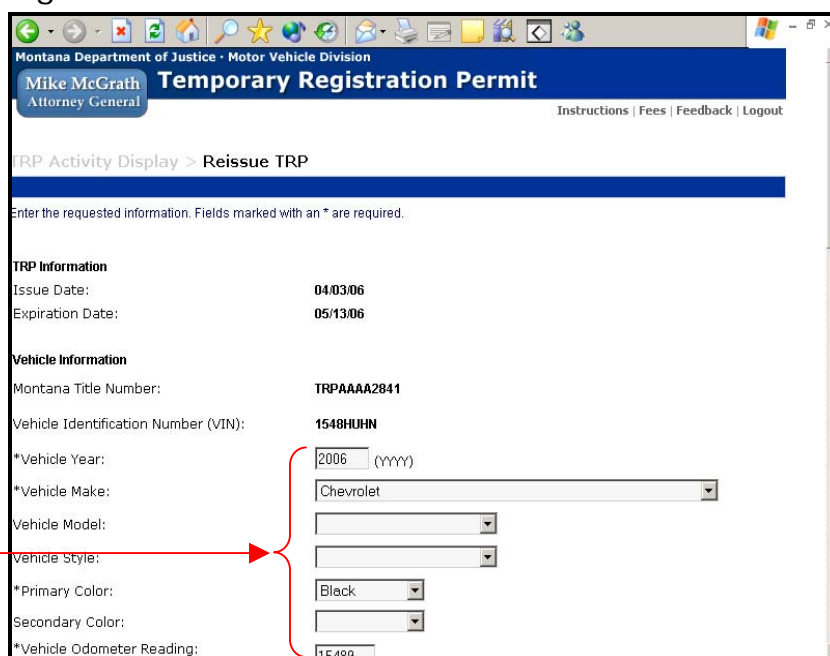
Activity option buttons will not appear if a TRP has been voided for “Cancellation of Sale”, “Wrong Vehicle”, or “TRP Never Completed.”

- d) The next page to display is the *Reissue TRP* screen as shown in Figures 37 through Figure 40.

e) The user may edit any incorrect vehicle and purchaser information that is displayed in unprotected fields as indicated in [Figure 37](#).

Figure 37

The user may edit any information displayed in the unprotected fields.



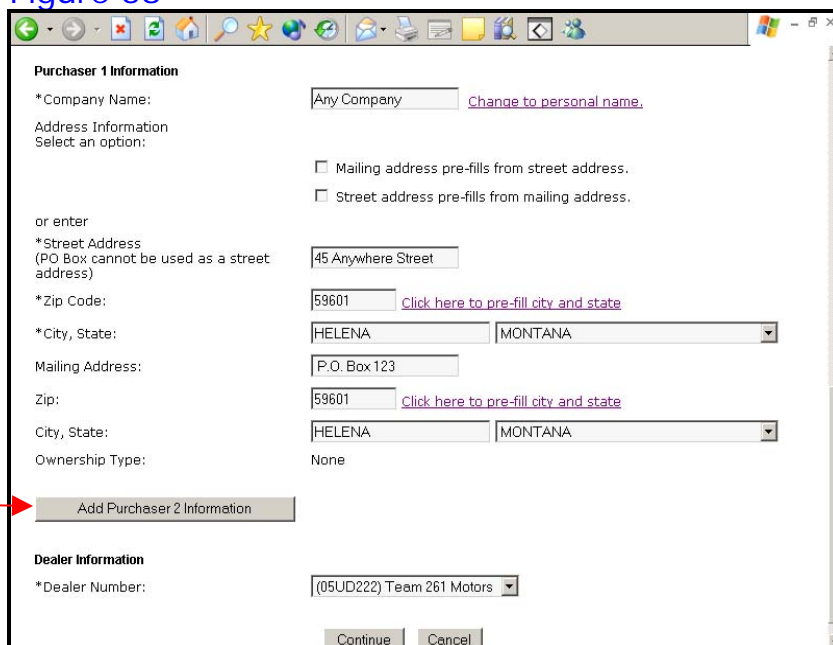
TRP Activity Display > Reissue TRP	
Enter the requested information. Fields marked with an * are required.	
<b>TRP Information</b>	
Issue Date:	04/03/06
Expiration Date:	05/13/06
<b>Vehicle Information</b>	
Montana Title Number:	TRPAAAA2841
Vehicle Identification Number (VIN):	1548HUHN
*Vehicle Year:	2006 (YYYY)
*Vehicle Make:	Chevrolet
Vehicle Model:	
Vehicle Style:	
*Primary Color:	Black
Secondary Color:	
*Vehicle Odometer Reading:	15,489

f) A second purchaser may be added by selecting the "Add Purchaser 2 Information" as shown in [Figure 38](#).



Figure 38

Click on the "Add Purchaser 2 Information" button to add a second purchaser.



**Purchaser 1 Information**

\*Company Name:  [Change to personal name.](#)

Address Information  
Select an option:

☐ Mailing address pre-fills from street address.  
☐ Street address pre-fills from mailing address.

or enter

\*Street Address  
(PO Box cannot be used as a street address)

\*Zip Code:  [Click here to pre-fill city and state](#)

\*City, State:

Mailing Address:

Zip:  [Click here to pre-fill city and state](#)

City, State:

Ownership Type: None

**Dealer Information**

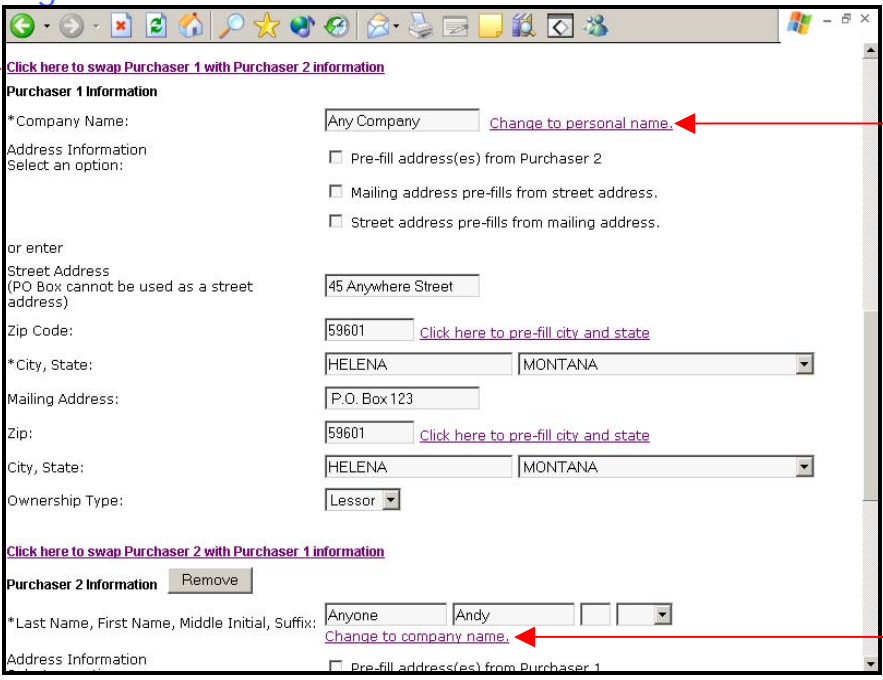
\*Dealer Number:

g) Purchaser 1 information can be swapped with Purchaser 2 information by selecting the "Click here to swap Purchaser 1 with Purchaser 2 information " as shown in [Figure 39](#).

h) Purchaser 2 information can be swapped with Purchaser 1 information by selecting the "Click here to swap Purchaser 2 with Purchaser1 information" as shown in [Figure 39](#).

i) Change the purchaser name from a purchaser to a company name, or from a company name to a purchaser name by clicking on the "Change to personal name" or "Change to a company name" links as shown in [Figure 39](#).

Figure 39



Click here to swap Purchaser 1 with Purchaser 2 information

**Purchaser 1 Information**

\* Company Name:  [Change to personal name.](#)

Address Information  
Select an option:

☐ Pre-fill address(es) from Purchaser 2

☐ Mailing address pre-fills from street address.

☐ Street address pre-fills from mailing address.

or enter

Street Address  
(PO Box cannot be used as a street address)

Zip Code:  [Click here to pre-fill city and state](#)

\* City, State:

Mailing Address:

Zip:  [Click here to pre-fill city and state](#)

City, State:

Ownership Type:

Click here to swap Purchaser 2 with Purchaser 1 information

**Purchaser 2 Information**

\* Last Name, First Name, Middle Initial, Suffix:

[Change to company name.](#)

Address Information ☐ Pre-fill address(es) from Purchaser 1

Click here to swap Purchaser 1 information with Purchaser 2.

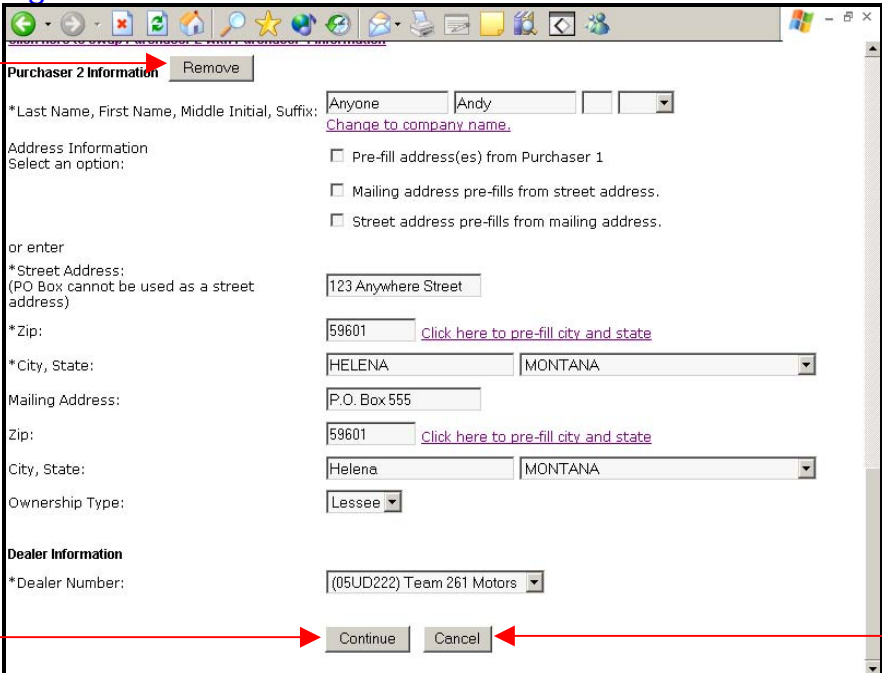
Click here to change a company name to a purchaser name.

Click here to swap Purchaser 2 information with Purchaser 1.

Click here to change a purchaser name to a company name.

j) A second purchaser may be removed by selecting the "Remove Purchaser 2 information as shown in Figure 40.

Figure 40



**Purchaser 2 Information** Remove

\*Last Name, First Name, Middle Initial, Suffix:

[Change to company name.](#)

Address Information  
Select an option:

☐ Pre-fill address(es) from Purchaser 1

☐ Mailing address pre-fills from street address.

☐ Street address pre-fills from mailing address.

or enter

\*Street Address:  
(PO Box cannot be used as a street address)

\*Zip:  [Click here to pre-fill city and state](#)

\*City, State:

Mailing Address:

Zip:  [Click here to pre-fill city and state](#)

City, State:

Ownership Type:

**Dealer Information**

\*Dealer Number:

Continue Cancel

To remove Purchaser 2, click on the "Remove" button next to "Purchaser 2 Information"

Click on the "Continue" button to continue the TRP re-issuance process.

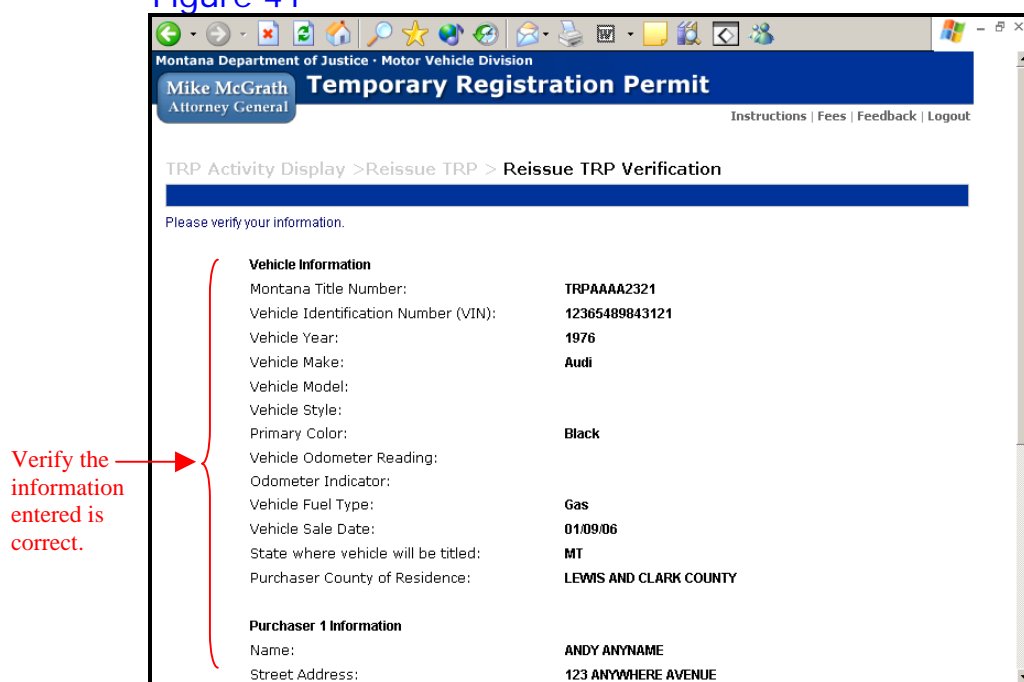
Click on the "Cancel" button to stop the TRP re-issuance process.

k) Select the "Continue" option to proceed with the re-issuance process as shown in Figure 40.

l) The next page to display is the *Reissue TRP Verification* page as shown in Figure 41 and Figure 42.

m) Verify the information entered is correct.

Figure 41



Montana Department of Justice - Motor Vehicle Division

Mike McGrath  
Attorney General

Instructions | Fees | Feedback | Logout

TRP Activity Display > Reissue TRP > Reissue TRP Verification

Please verify your information.

<b>Vehicle Information</b>	
Montana Title Number:	TRPAAA2321
Vehicle Identification Number (VIN):	12365489843121
Vehicle Year:	1976
Vehicle Make:	Audi
Vehicle Model:	
Vehicle Style:	
Primary Color:	Black
Vehicle Odometer Reading:	
Odometer Indicator:	
Vehicle Fuel Type:	Gas
Vehicle Sale Date:	01/09/06
State where vehicle will be titled:	MT
Purchaser County of Residence:	LEWIS AND CLARK COUNTY
<b>Purchaser 1 Information</b>	
Name:	ANDY ANYNAME
Street Address:	123 ANYWHERE AVENUE

Verify the information entered is correct.

n) Select the "Reissue Temporary Registration Permit" option to continue with the reissue process as shown in Figure 42.

o) Select the "Edit" option to edit any incorrect information entered.

p) Select the "Cancel" option to cancel the reissue transaction.

Figure 42

Primary Color: Black

Vehicle Odometer Reading:

Odometer Indicator:

Vehicle Fuel Type: Gas

Vehicle Sale Date: 01/09/06

State where vehicle will be titled: MT

Purchaser County of Residence: LEWIS AND CLARK COUNTY

**Purchaser 1 Information**

Name: ANDY ANYNAME

Street Address: 123 ANYWHERE AVENUE

City, State, Zip: HELENA, MT 59601

Mailing Address:

City, State, Zip:

Ownership Type: None

**Dealer Information**

Dealership Name: TEAM 261 MOTORS

Dealer Number: 05UD222

Once you have verified your information is entered correctly, select 'Reissue Temporary Registration Permit' to finalize the TRP creation process. To change the information entered, select 'Edit'.

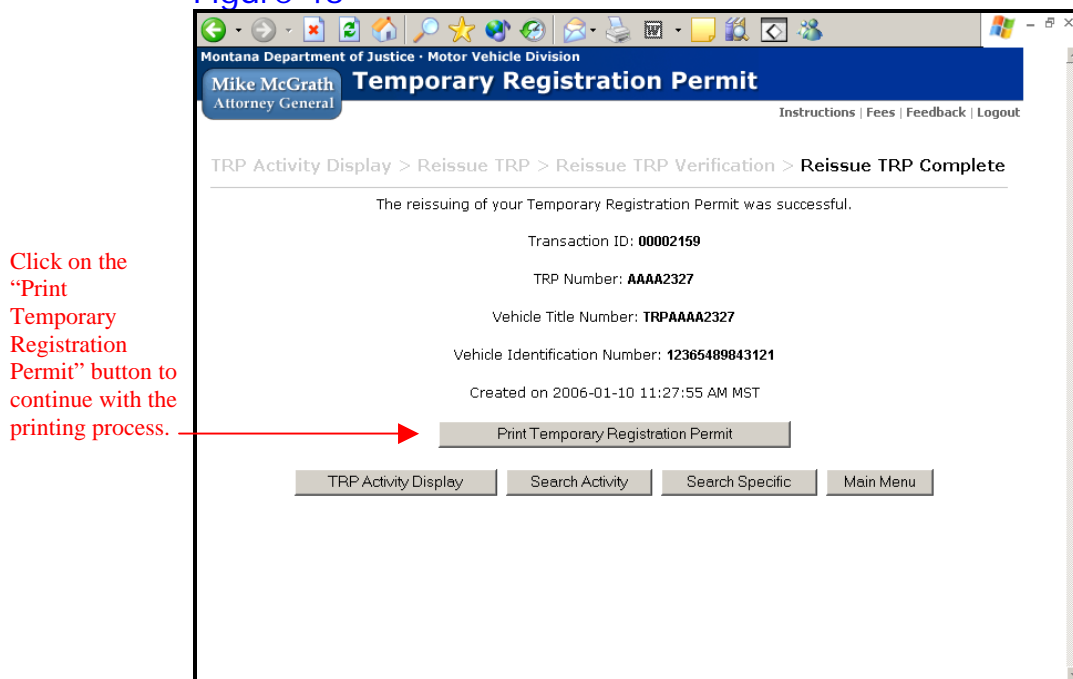
Click on the "Edit" button to edit the information entered.

Click on the "Reissue Temporary Registration Permit" button to continue with the reissue process.

Click on the "Cancel" button to cancel the reissue process.

q) The next page to display is the *Reissue TRP Complete* page shown in Figure 43.

Figure 43



r) Select the "Print Temporary Registration Permit" option to continue with the printing process as shown in Figure 43.

s) The next page to display is the Adobe Reader® window as originally shown in Figure 25.

- (1) The expiration date remains the same.
- (2) A new TRP number is assigned.

## 9. View TRP Activity Reports

a) Registered users will be able to view the history of activity relating to a TRP. The history shows specific information about the TRP such as the associated vehicle, the purchaser of the vehicle, the type of action taken on the TRP, who took the action, and the date and time the action was taken. Reports are

available showing the number of TRPs issued, voided, reissued, printed, reprinted and the number of VIN searches performed within a given date range search. Users can only view the activity for their dealership.

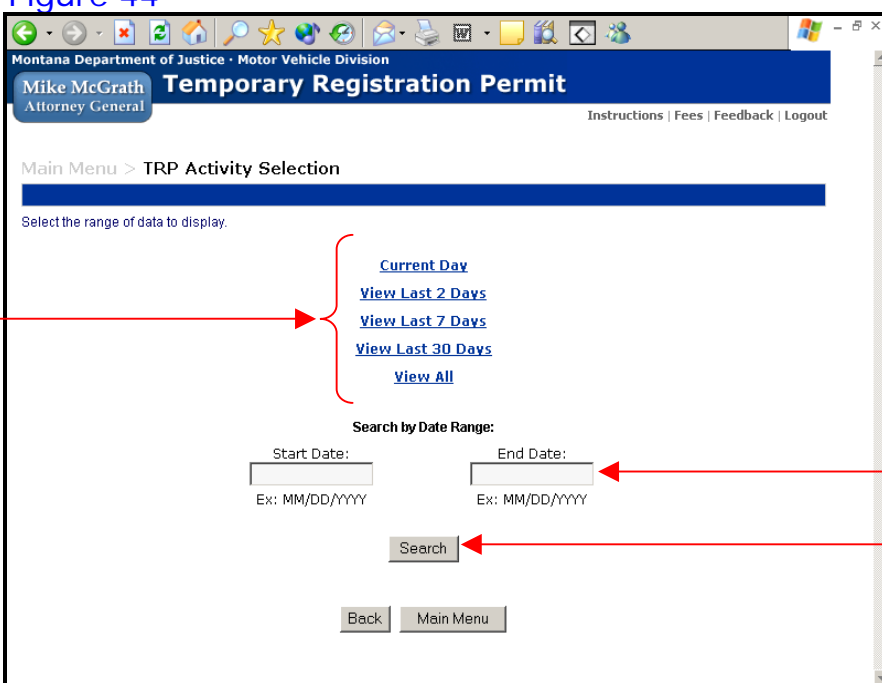
b) To access the activity history, select the “View Activity” option from the *Main Menu* page as originally shown in [Figure 2](#).

c) Upon selection of the “View Activity” option, the next page to display is the *TRP Activity Selection* page as shown in [Figure 44](#).

d) Select the date range option of your choice as shown in [Figure 44](#).

(1) You may choose to enter a specific start and end date for the search. Once the dates are entered, select the “Search” option as shown in [Figure 44](#).

Figure 44



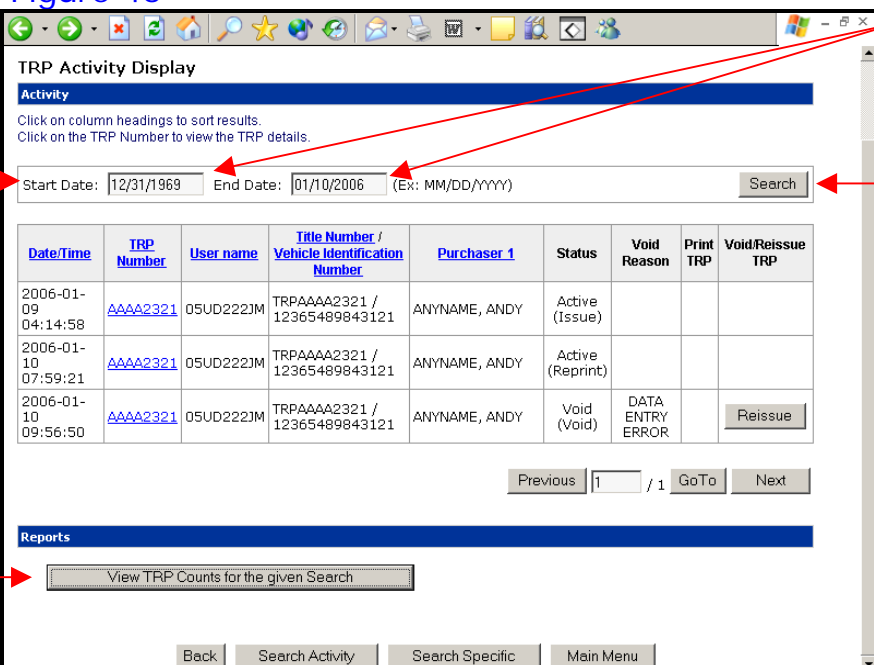
Click on one of the given ranges of information to display.

Or, enter the specific date range for the information to display

Click on the “Search” button to start the search.

e) The next page to display is the *TRP Activity Display* page as shown in [Figure 45](#).

Figure 45



Count results will reflect the range of data displayed.

To view a different date range, you can enter the new range in the fields provided and click on the "Search" button.

Click on the "View TRP Counts for the given Search" button to view

Date/Time	TRP Number	User name	Title Number / Vehicle Identification Number	Purchaser 1	Status	Void Reason	Print TRP	Void/Reissue TRP
2006-01-09 04:14:58	<a href="#">AAAA2321</a>	05UD222JM	TRPAAAA2321 / 12365489843121	ANYNAME, ANDY	Active (Issue)			
2006-01-10 07:59:21	<a href="#">AAAA2321</a>	05UD222JM	TRPAAAA2321 / 12365489843121	ANYNAME, ANDY	Active (Reprint)			
2006-01-10 09:56:50	<a href="#">AAAA2321</a>	05UD222JM	TRPAAAA2321 / 12365489843121	ANYNAME, ANDY	Void (Void)	DATA ENTRY ERROR		<a href="#">Reissue</a>

Previous 1 / 1 GoTo Next

Reports

[View TRP Counts for the given Search](#)

Back Search Activity Search Specific Main Menu

(1) In the "Status" column, a status will display after each activity has been completed for a given TRP.

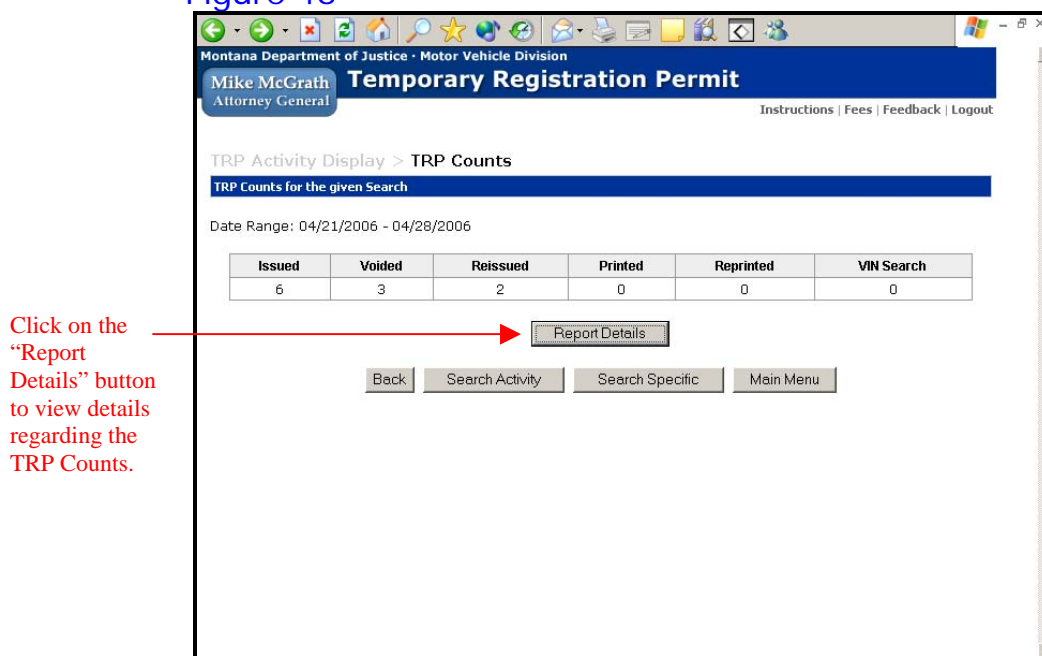
- (a) Active - Displays when the TRP is active either due to issuance, reprinting or reissuing.
- (b) Void - Displays after the TRP has been voided for a void reason.
- (c) VoidX – Displays when the TRP is voided after the TRP expired for a void reason.
- (d) Complete – Displays when the title and registration process has been completed.



- 
- (e) Expired – Displays when the expiration date of the TRP has been reached and the Purchaser has not completed the title and registration process with the MVD.
  - (2) Under the status area in parenthesis is the action that was performed which gave the TRP the current status.
    - (a) (Issue) - Displays when the action for the TRP was the create.
    - (b) (Void)– Displays when the TRP has been voided.
    - (c) (Reissue) - Displays when the TRP has been reissued .
    - (d) (Reprint) – Displays when the TRP has been reprinted.
    - (e) (Admin Void)– Displays when the TRP has been voided by the TRB
  - f) You can scroll through the activity using the “Previous”, “Next”, and “Go To” buttons as shown in [Figure 45](#). “Previous” and “Next” display a page at a time. “Go To” will display the page that the user enters.
  - g) You can view the TRP count by selecting the “View TRP Counts for the Given Search” option as shown in [Figure 45](#).
  - h) The next page to display is the *TRP Counts* page as shown in [Figure 46](#).
    - (1) On this page the user can view the total number of TRPs that have been issued, voided, reissued, printed, reprinted and how many VIN searches were preformed within the selected date range.

- i) To view further details regarding the TRP counts, select the “Report Details” option as shown in [Figure 46](#).

Figure 46

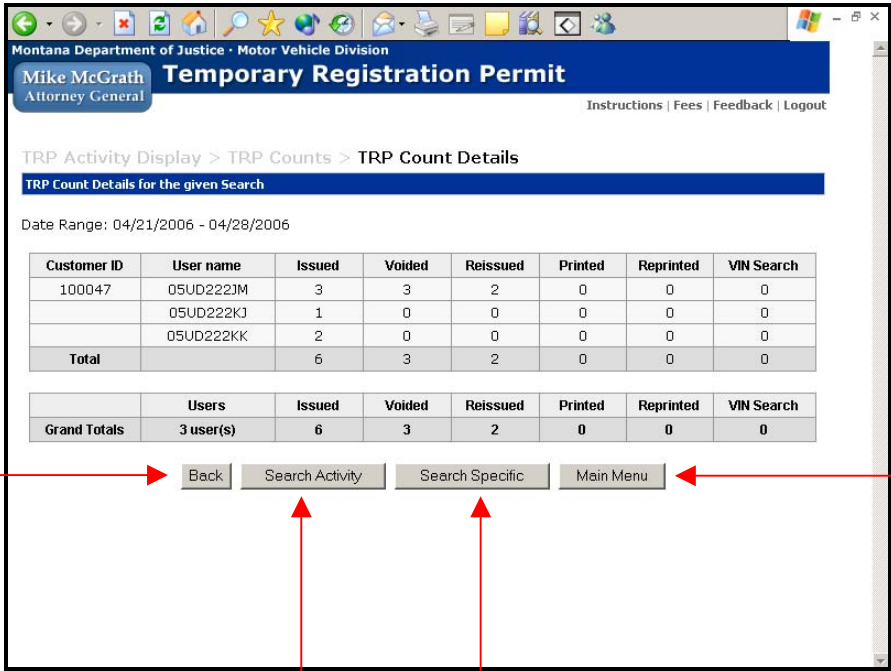


- j) The next page to display is the *TRP Count Details* page shown in [Figure 47](#).

(1) On this page the user can view the TRP count details by user name.

- k) To exit the TRP Count Details page, choose one of the options at the bottom of the page as shown in [Figure 47](#).

Figure 47



Montana Department of Justice - Motor Vehicle Division

Mike McGrath  
Attorney General

Instructions | Fees | Feedback | Logout

TRP Activity Display > TRP Counts > TRP Count Details

TRP Count Details for the given Search

Date Range: 04/21/2006 - 04/28/2006

Customer ID	User name	Issued	Voided	Reissued	Printed	Reprinted	VIN Search
100047	05UD222JM	3	3	2	0	0	0
	05UD222KJ	1	0	0	0	0	0
	05UD222KK	2	0	0	0	0	0
<b>Total</b>		6	3	2	0	0	0

	Users	Issued	Voided	Reissued	Printed	Reprinted	VIN Search
<b>Grand Totals</b>	3 user(s)	6	3	2	0	0	0

[Back](#)
[Search Activity](#)
[Search Specific](#)
[Main Menu](#)

Click on the "Back" button to return to the TRP Counts page.

Click on the "Main Menu" button to return to the Main Menu page.

Click on the "Search Activity" button to perform another search.

Click on the "Search Specific" button to perform another search using specific vehicle, purchaser or TRP criteria.

---

## B. Exception Processing

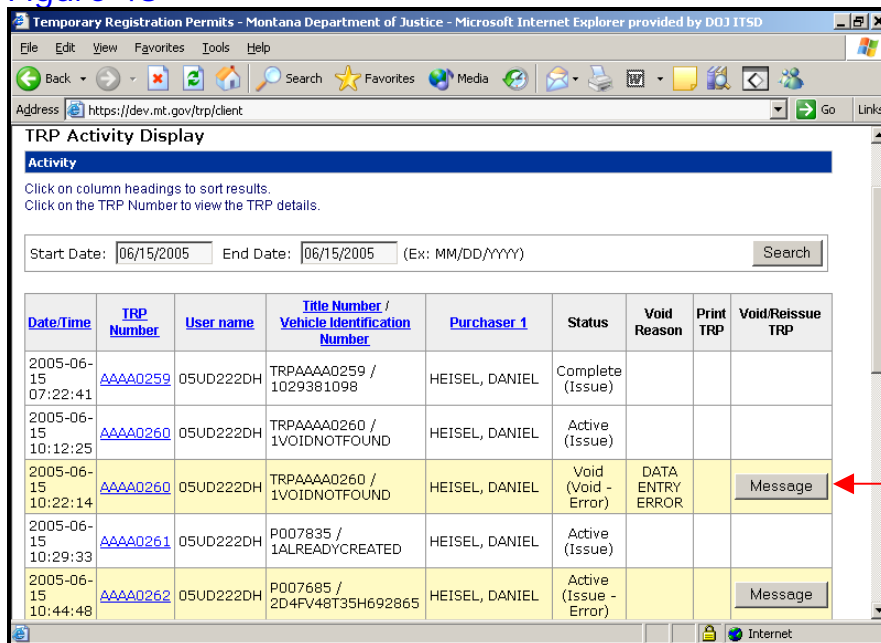
### 1. Offline Mode

a) In rare instances the MVD system may not be available to directly communicate with the TRP service resulting in the need to process TRPs using the TRP service in "offline mode". In this mode, areas that would normally be pre-filled in the TRP service will be empty because the TRP service is unable to send or receive vehicle or driver license information. In addition, users will not be able to verify the current status of the vehicle, or determine if a vehicle has been surrendered or junked.

b) When the MVD system is "Offline", the user may continue to process the TRP. When the connection returns the TRP service will try to load the information onto the MVD system.

(1) If an error occurs during the load, the TRP information line on the *TRP Activity Display* screen will be highlighted yellow as shown in [Figure 48](#).

Figure 48



Temporary Registration Permits - Montana Department of Justice - Microsoft Internet Explorer provided by DOJ ITSD

Address: <https://dev.mt.gov/trp/client>

### TRP Activity Display

**Activity**

Click on column headings to sort results.  
Click on the TRP Number to view the TRP details.

Start Date:  End Date:  (Ex: MM/DD/YYYY)

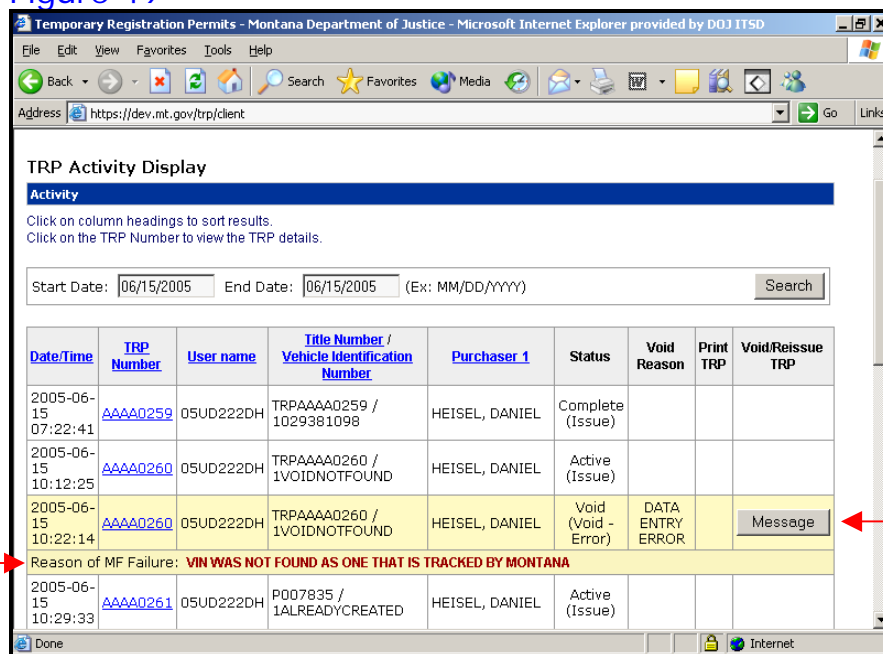
Date/Time	TRP Number	User name	Title Number / Vehicle Identification Number	Purchaser 1	Status	Void Reason	Print TRP	Void/Reissue TRP
2005-06-15 07:22:41	<a href="#">AAAA0259</a>	05UD222DH	TRPAAAA0259 / 1029381098	HEISEL, DANIEL	Complete (Issue)			
2005-06-15 10:12:25	<a href="#">AAAA0260</a>	05UD222DH	TRPAAAA0260 / 1VOIDNOTFOUND	HEISEL, DANIEL	Active (Issue)			
2005-06-15 10:22:14	<a href="#">AAAA0260</a>	05UD222DH	TRPAAAA0260 / 1VOIDNOTFOUND	HEISEL, DANIEL	Void (Void - Error)	DATA ENTRY ERROR		<input type="button" value="Message"/>
2005-06-15 10:29:33	<a href="#">AAAA0261</a>	05UD222DH	P007835 / 1ALREADYCREATED	HEISEL, DANIEL	Active (Issue)			
2005-06-15 10:44:48	<a href="#">AAAA0262</a>	05UD222DH	P007685 / 2D4FV48T35H692865	HEISEL, DANIEL	Active (Issue - Error)			<input type="button" value="Message"/>

Click on the "Message" button to view the error message.

c) The "Message" button on the highlighted TRP information line can be clicked to view the error as shown in Figure 49.

d) The dealership should fix the error if they are able to then send the new TRP to the Purchaser.

Figure 49



**TRP Activity Display**

Activity

Click on column headings to sort results.  
Click on the TRP Number to view the TRP details.

Start Date: 06/15/2005 End Date: 06/15/2005 (Ex: MM/DD/YYYY) Search

Date/Time	TRP Number	User name	Title Number / Vehicle Identification Number	Purchaser 1	Status	Void Reason	Print TRP	Void/Reissue TRP
2005-06-15 07:22:41	<a href="#">AAAA0259</a>	05UD222DH	TRPAAAA0259 / 1029381098	HEISEL, DANIEL	Complete (Issue)			
2005-06-15 10:12:25	<a href="#">AAAA0260</a>	05UD222DH	TRPAAAA0260 / 1VOIDNOTFOUND	HEISEL, DANIEL	Active (Issue)			
2005-06-15 10:22:14	<a href="#">AAAA0260</a>	05UD222DH	TRPAAAA0260 / 1VOIDNOTFOUND	HEISEL, DANIEL	Void (Void - Error)	DATA ENTRY ERROR		<a href="#">Message</a>
Reason of MF Failure: VIN WAS NOT FOUND AS ONE THAT IS TRACKED BY MONTANA								
2005-06-15 10:29:33	<a href="#">AAAA0261</a>	05UD222DH	P007935 / 1ALREADYCREATED	HEISEL, DANIEL	Active (Issue)			

The reason for the failure will appear below the highlighted line of TRP information once the "Message" button has been clicked.

The highlighted row means the service is trying to void a TRP that was never loaded on to the MVD System.

e) If the MVD can fix the error without affecting the paperwork or the transaction, they will do so and an "Admin Void" message will appear on the highlighted TRP information line as shown in [Figure 50](#).

- (1) At that point, MVD may reissue the TRP or they may contact the issuing dealer requesting they reissue the TRP to the purchaser.

Figure 50

Figure 66

Temporary Registration Permits - Montana Department of Justice - Microsoft Internet Explorer provided by DOJ ITSD

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Mail Print Print Preview Print Setup

Address <https://dev.mt.gov/trp/client> Go Links

2005-06-15 10:22:14	<a href="#">AAAA0260</a>	05UD222DH	TRPAAAA0260 / 1VOIDNOTFOUND	HEISEL, DANIEL	Void (Void - Error)	DATA ENTRY ERROR	Message
2005-06-15 10:29:33	<a href="#">AAAA0261</a>	05UD222DH	P007835 / 1ALREADYCREATED	HEISEL, DANIEL	Active (Issue)		
2005-06-15 10:44:48	<a href="#">AAAA0262</a>	05UD222DH	P007685 / 2D4FV48T35H692865	HEISEL, DANIEL	Active (Issue - Error)		Message
2005-06-15 11:04:18	<a href="#">AAAA0263</a>	05UD222KK	TRPAAAA0263 / 1G6KDS4YX2U153185	KANE, JOE, P	Complete (Issue)		
2005-06-15 12:31:41	<a href="#">AAAA0262</a>	05UD222DH	P007685 / 2D4FV48T35H692865	HEISEL, DANIEL	Void (Admin Void)	DATA ENTRY ERROR	
2005-06-15 12:58:34	<a href="#">AAAA0261</a>	05UD222DH	P007835 / 1ALREADYCREATED	HEISEL, DANIEL	Void (Void)	WRONG VEHICLE	Reissue
2005-06-15 01:04:05	<a href="#">AAAA0266</a>	05UD222KK	TRPAAAA0266 / 4XACH50A9YA181401	DAVIS, DEARY	Complete (Issue)		

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“Admin Void” will appear with no “Message” button option when the error has been voided by the MVD. The MVD may contact the dealer to reissue the TRP to the purchaser.

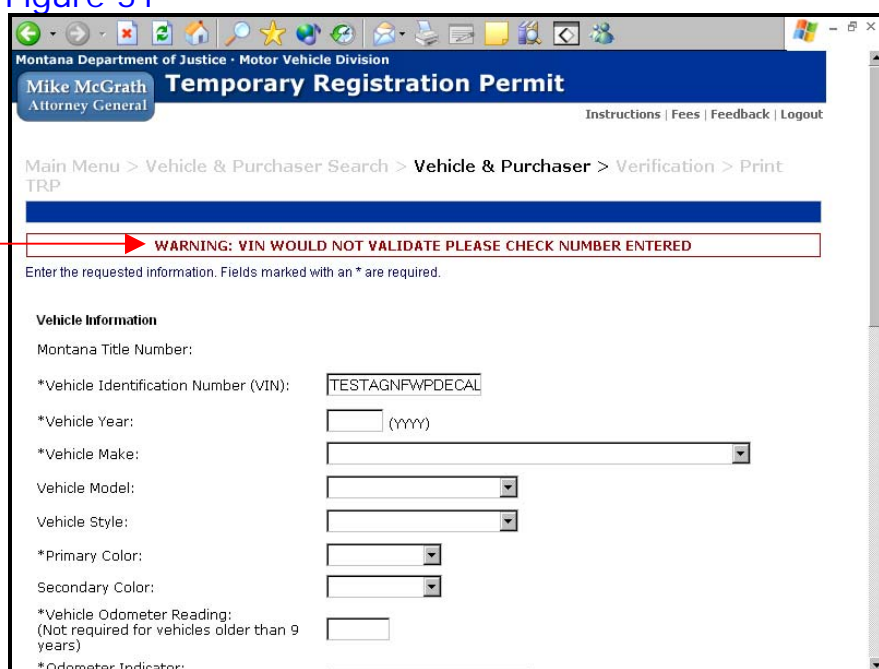
## 2. Warning and Error Messages

a) When processing a TRP function, the user may encounter a “WARNING” or an “ERROR” message.

(1) “WARNING” messages indicate to the user that they should either re-verify the information they are entering for the vehicle, supply missing information, or it may indicate the status of the vehicle they are processing. A warning message will not stop a user from completing the TRP process they have started as shown in Figure 51.

Figure 51

A “WARNING” message will not stop a user from completing the TRP process they have started.



Montana Department of Justice - Motor Vehicle Division

Mike McGrath  
Attorney General

Instructions | Fees | Feedback | Logout

Main Menu > Vehicle & Purchaser Search > Vehicle & Purchaser > Verification > Print TRP

**WARNING: VIN WOULD NOT VALIDATE PLEASE CHECK NUMBER ENTERED**

Enter the requested information. Fields marked with an \* are required.

**Vehicle Information**

Montana Title Number:

\*Vehicle Identification Number (VIN): TESTAGNFWPDECAL

\*Vehicle Year: (YYY)

\*Vehicle Make:

Vehicle Model:

Vehicle Style:

\*Primary Color:

Secondary Color:

\*Vehicle Odometer Reading:  
(Not required for vehicles older than 9 years)

\*Odometer Indicator:

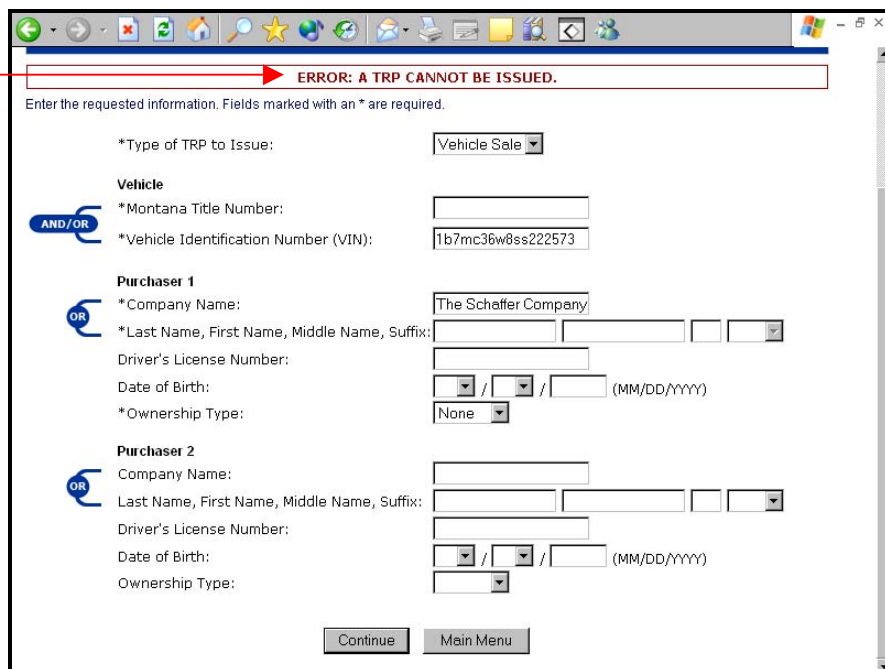
(2) “ERROR” messages indicate to the user there is a current action on the TRP or vehicle they are trying to process or required information has not been entered. Error messages will stop the user from completing the TRP process as shown in Figure 52 and Figure 53.

(a) Error messages displayed in all uppercase letters (Figure 52) indicate that the error is related to vehicle and purchaser data. In these cases the user might need to contact the Title and Registration Bureau (TRB).



Figure 52

An “ERROR” message will stop a user from completing the TRP process they have started.



The screenshot shows a web browser window displaying the Montana TRP form. At the top, a red error message bar reads: "ERROR: A TRP CANNOT BE ISSUED." Below this, the form prompts the user to "Enter the requested information. Fields marked with an \* are required." The form is divided into sections for "Vehicle", "Purchaser 1", and "Purchaser 2". The "Vehicle" section includes fields for "Type of TRP to Issue" (set to "Vehicle Sale"), "Montana Title Number", and "Vehicle Identification Number (VIN)" (set to "1b7mc36w8ss222573"). The "Purchaser 1" section includes fields for "Company Name" (set to "The Schaffer Company"), "Last Name, First Name, Middle Name, Suffix", "Driver's License Number", "Date of Birth" (MM/DD/YYYY), and "Ownership Type" (set to "None"). The "Purchaser 2" section includes similar fields for a second purchaser. At the bottom, there are "Continue" and "Main Menu" buttons. A red arrow points from the text on the left to the error message bar.

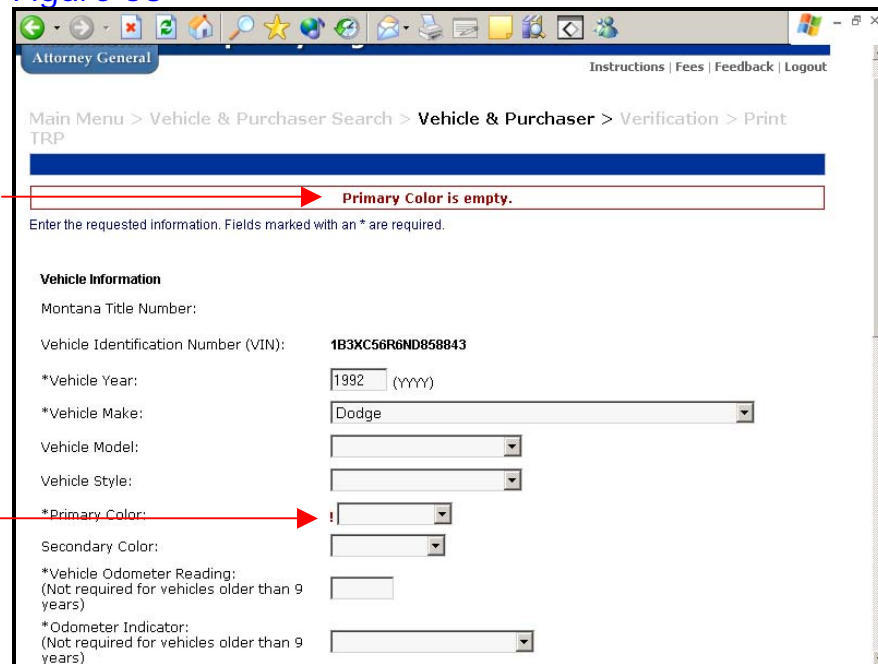
(3) Error messages displayed in lower case letters (Figure 53) indicate the error is related to missing information in the required fields during TRP processing.

(4) An exclamation mark (!) will appear next to the required field that must be completed before the service will allow you to continue.

Figure 53

Error messages in lower case letters indicate missing information in the required fields.

An exclamation mark (!) will appear next to the required field that must be completed.



The screenshot shows a web browser window with the title "Attorney General". The breadcrumb trail is: "Main Menu > Vehicle & Purchaser Search > Vehicle & Purchaser > Verification > Print TRP".

At the top, there is a blue bar with the text "Primary Color is empty." in white. Below this, a message says "Enter the requested information. Fields marked with an \* are required."

The form is titled "Vehicle Information" and contains the following fields:

- Montana Title Number: (empty)
- Vehicle Identification Number (VIN): 1B3XC56R6ND858843
- \*Vehicle Year: 1992 (YYY)
- \*Vehicle Make: Dodge (dropdown menu)
- Vehicle Model: (dropdown menu)
- Vehicle Style: (dropdown menu)
- \*Primary Color: ! (dropdown menu)
- Secondary Color: (dropdown menu)
- \*Vehicle Odometer Reading: (Not required for vehicles older than 9 years)
- \*Odometer Indicator: (Not required for vehicles older than 9 years)

Red arrows point from the text annotations to the error messages and the Primary Color field.

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## C. Contacts

1. For problems accessing the TRP service or how the pages are operating:

a) TRP Service – mt.gov

Within Helena 449-3468

Outside of Helena (866) 449-3468

2. For vehicle or purchaser data problems:

a) Title and Registration Bureau's

Dealer Help Desk – (800) 877-7409

3. To order TRP sleeves:

a) Marilyn J. Olsen– [molsen@mtada.com](mailto:molsen@mtada.com)

(406) 442-1233

b) Jim Robinson – [jrmtda@midrivers.com](mailto:jrmtda@midrivers.com)

(406) 874-2207 or Fax: (406) 874-2253

## D. Glossary of Terms

<b>Authorized User</b>	People who have registered with mt.gov and are approved to use the TRP service.
<b>Browser</b>	Browsers are a client software program used for searching and viewing various kinds of Internet resources such as information on our web site.
<b>Desktop</b>	A display on a computer screen comprising background and icons representing equipment, programs, and files
<b>Icon</b>	A small picture that represents an object or program.
<b>Logon</b>	Logon, User Name, Customer ID – all are used interchangeably in the document.
<b>MVD</b>	Montana Motor Vehicle Division
<b>Offline</b>	The MVD's computer system is unavailable to receive information from the TRP service.
<b>Populate</b>	Fields are filled with required information. Pre-populated fields mean they are automatically filled with data by the application – without human intervention.
<b>TRB</b>	Title and Registration Bureau of the Motor Vehicle Division of the Montana Department of Justice
<b>TRP</b>	Temporary Registration Permit is used to operate a vehicle until a plate can be issued.
<b>URL</b>	Universal Resource Locator or less formally called a Web address
<b>User</b>	For the purposes of this manual, user is anyone that has authority to use the TRP service.
<b>VIN</b>	Vehicle Identification Number